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ABSTRACT

The content of this manual was recommended to the president of Montgomery College (Maryland) by the chairman of the Faculty Senate. Chapter I answers frequently asked questions of a personal or professional nature, e.g., contracts, student health, exams and emergency closing of the college. The other five chapters are extracted directly from the college's "Policies and Procedures Manual." Chapter II describes the basic structure of the Montgomery College faculty. The roles of the board of trustees, college president, faculty, and students are described, along with the composition, functions, and procedures of the Faculty Senate and all-college committees. Chapter III deals with personnel administration of the professional staff. Among the topics covered in this section are hiring practices, faculty tenure, salary scale, faculty responsibilities and teaching load, faculty evaluations, fringe benefits, and leave policies. The fourth chapter deals with the educational program, e.g., curriculum and program development. After a short chapter describing business and administrative operations concerning travel allowances and the procurement of supplies, the handbook deals with academic regulations, e.g., matriculation, graduation, course registration, and attendance. Appended are curriculum proposal procedures, organizational charts, and sample contracts. (NHM)

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MONTGOMERY COLLEGE

HANDBOOK ON FACULTY GOVERNANCE AND RESPONSIBILITIES

(1975 - 1976)

"FACULTY HANDBOOK"

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HANDBOOK ON FACULTY GOVERNANCE AND RESPONSIBILITIES

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CHAPTER I

GENERAL INFORMATION

1.00 INTRODUCTION

This Handbook on Faculty Governance and Responsibilities is one of several related reference documents which are published annually and used from time to time by members of the faculty. The material in the Handbook is, in most instances, extracted directly from the College's Policies and Procedures Manual (P & P Manual). Except for Chapter I, herein, paragraph and chapter numbers used correspond to those in the P & P Manual, complete up-dated copies of which are available in the libraries, the offices of the campus deans, and most of those offices of the administrative staff and supervising faculty.

The college catalog summarizes the history and objectives of the College as well as the total offerings and their costs. A copy of the catalog, published each year in the early part of March, is also made available to each member of the faculty.

The content of this manual is that which was recommended in a memorandum to the President from the chairman of the college Faculty Senate. Recommendations for change should be submitted to the Faculty Senate.

1.05 GENERAL

The material which follows in this chapter includes a very limited amount of information of a personal or professional nature which will provide answers to questions that frequently arise and for which guidance is not provided elsewhere.

1.10 ABRIDGED DICTIONARY OF TITLES

The Administrative Vice President assists the President with administrative matters that require review or coordination. He also supervises the directors of the following offices: Data Systems, College Facilities, Public Information, Procurement, Affirmative Action, Budgeting, Finance, and Personnel. The central file of records for all professional personnel is maintained by the Administrative Vice President.

The Academic Vice President assists the President with academic matters that require review or coordination. He also supervises the following: Dean of Education, campus deans, and the Dean of Community Services.

The campus deans are responsible for the administration of the total campus program (instruction, staff services, and business operations). The campus file of records for all faculty is maintained by the campus dean.

The Dean of the Faculty is the chief adviser to the President on faculty matters. He serves for three years and is eligible for renomination by the faculty and for reappointment by the Board of Trustees.

1.10

The Academic Dean, with the aid of the assistant academic deans, has line responsibility and authority for the instruction on the Rockville Campus; department chairmen report to him, and he reports to the Rockville Campus Dean. On the Takoma Park Campus, division chairmen have the same line position.

1.15 EMERGENCY CLOSING OF THE COLLEGE

a. General

(1) Because of hurricanes, heavy snows, adverse road conditions, temporary failure of utilities, or other reasons, it may become necessary temporarily to suspend normal functioning of some or all operations of the College. In all cases, a separate judgment will be made for each campus or off-campus center at which courses are offered since it may not be necessary to suspend classes at all locations. Announcements over local radio and TV stations, particularly WMAL, WTOP and WINX, will mention the status of individual campuses. However, since this is an emergency closing procedure, announcements will only pertain to the suspension of classes for a given day. It will be presumed that, unless further announcement of continued closing is made, classes will resume on schedule the following day.

(2) Individuals should obtain their information from listening to radio and TV stations rather than from the college switchboards in order that the operators may be left free for other business. Similarly, radio and TV stations desire that individuals not call them.

(3) Radio and TV stations will be utilized exclusively for the purpose of announcing information pertaining to classes; such information will not pertain to the administrative offices of the College. Even if a radio or television announcement is made that Montgomery College is closed, that announcement will be considered to mean only that attendance is not required by faculty and students. When an announcement is made, administrative supervisors will be responsible for notifying individuals who report directly to them whether or not they are to report to work.

(4) College personnel should not confuse any announcement of closing the county public school system as one which also pertains to the College. Since college students and members of the faculty provide their own transportation, it is often not necessary to suspend classes at the College when the public schools are closed. Unless classes are suspended by official action, all faculty and students are expected to be present.

(5) On days when other organizations or entities have placed announcements with radio and TV stations that they are shutting operations down because of emergency conditions in their respective areas, and the decision has been made that Montgomery College will be open, radio and TV stations will also be asked to announce that the College is open.

b. Responsibility

(1) Campus deans should maintain close liaison with their respective business managers in order to obtain current information as to

whether the weather or other conditions warrant the shutting down of some or all operations. In the event that closing is related to heavy snow, the campus dean should ascertain the length of time which will be required for snow removal. The Executive Assistant to the President, upon recommendation from the campus deans and, as appropriate, in subsequent consultation with the Academic Vice President and the President of the College, will decide when, for emergency reasons, which operation is to be suspended.

(2) Community Services courses on campus shall be governed by the decisions of the campus on which they are located. Recommendations to the Executive Assistant to the President for cancellation of all off-campus course offerings of a credit or a non-credit nature shall be the responsibility of the Dean of Community Services or a specific staff member designated with responsibility for a particular location. The Dean of Community Services should maintain close liaison with responsible officials at various locations at which courses are being offered in order to obtain information so that recommendations can be made to the Executive Assistant to the President regarding the suspension of classes at any location.

c. Procedures and Announcements

(1) When a decision has been made for an emergency closing of any operation at any campus or location at which courses are offered by the College, or when appropriate, that the College will be open, the Executive Assistant to the President will so inform the President and the Director of Internal Management.

(2) The Director of Internal Management will:

(a) During normal college hours (8:00 a.m. to 5:00 p.m.) when it is desired either to dismiss daytime classes or to suspend evening classes, or both, or to close other operations as designated by the Executive Assistant to the President, notify, in order, the campus deans, the Academic Vice President, Administrative Vice President and the Dean of the Faculty. Individuals so notified will assure that all those under their supervision, not notified by the Director of Internal Management, are informed. If appropriate, the Director will inform the mass media for the benefit of those students who might otherwise proceed to the college campuses for the purpose of attending late afternoon or evening classes. Announcements pertaining to evening classes, credit or non-credit, at any location, will be made over local radio and TV stations between 4:30 p.m. and 6:00 p.m., or earlier, if possible.

(b) Notify the Academic Vice President*, Administrative Vice President, and the Dean of the Faculty and mass media if a decision is rendered prior to 7:00 a.m. to suspend any business at any or all locations of the College for that day, including Saturdays and Sundays. Announcements will be made on local radio and TV stations between 6:00 a.m. and 8:00 a.m. Every effort will be made to expedite decisions so that all can be informed as soon as possible.

(c) Inform media that Montgomery College is open, when appropriate.

(3) When campus deans are notified by the Academic Vice President in connection with the provisions of 1.15 a (3) above, they should inform their respective switchboard operators. However, it is expected that individuals associated with the College will normally rely on information provided by their immediate supervisors or by the mass media, as appropriate, rather than the switchboards in order that the operators may be left free to conduct other business.

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*Prior to the appointment of the Academic Vice President, the Director of Internal Management will notify the campus deans, the Dean of Community Services, and the Dean of Education.

1.20

(4) Whenever a decision is made to cancel or delay classes, each major administrator is responsible for advising the administrative head of each unit that reports to him of the status of that unit. If classes have been cancelled or delayed, it is necessary that each employee be advised by his immediate supervisor as to the effect on his operation, whether such operations are to be normal, delayed, or cancelled. To avoid unnecessary tie-up of telephone lines, employees should be cautioned to avoid calling immediate supervisors for information.

(5) The Director of Internal Management will obtain from the mass media the code numbers to be called to request an announcement pertaining to the emergency closing of college classes.

These numbers will also be made available to the President, Academic Vice President and the Executive Assistant to the President.

(6) If conditions warrant closing all operations at a campus, employees of the affected campus are excused from their duties without taking leave with the exception of the following who are expected to be on duty:

(a) Campus swithcboard operators

(b) Maintenance, security, and custodial services personnel, as designated by the appropriate administrator.

(7) If the Rockville Campus administrative offices are closed, central administrative offices are also closed.

1.20 EXAMINATIONS

a. Regular examinations during a course may be scheduled by instructors at their convenience.

b. Final examinations are scheduled by the administration and, if given, are administered by each instructor during the set time.

1.25 FINANCES FOR INTER-CAMPUS TRAVEL - See paragraph 3.53 and 7.40.

1.30 NOTARY PUBLIC

The cashier on each campus is an official notary public of the College.

1.35 SMOKING

Smoking is permitted only in corridors, offices, cafeterias, lounges, rest rooms, and halls with exception of the library where no smoking is permitted except in the faculty lounge at Takoma Park. Smoking is not permitted in classroom situations at any time by anyone.

1.55 STUDENT HEALTH AND SAFETY REPORTS

1.551 POLICY (Board of Trustees, April 20, 1971)

Any time a student body calls to the attention of an administrator or faculty member of this College a problem concerning the health or safety of the student body, a report shall be made to the Board at the earliest possible time.

1.555 PROCEDURES (Approved by the College President, June 26, 1971)

In order to expedite transmittal of student health and safety reports to the Board of Trustees, any employee of the College who becomes cognizant of any matter which could be detrimental to the general health of the student body or injurious to any individual student or group of students, will be guided by the following procedures:

a. The faculty member, administrator, or supporting services member will, immediately upon becoming cognizant of a student health or safety matter as outlined above, provide an oral report of his knowledge to the appropriate business or facilities office on his campus.

b. In coordination with the campus associate dean of students, the campus business or facilities administrator will conduct such immediate investigation as he believes is appropriate and will then present orally to the campus dean his recommendations for any required remedial action.

c. If the situation is serious or urgent, the campus dean concerned will immediately notify the College President in person, or by telephone, of the facts, of any action which he has taken or will take, and of such assistance as may be required by the campus to resolve the matter. The campus dean will, within 24 hours, submit a written summary report (memorandum) to the President with copies to:

(1) The person making the initial oral report

(2) The business office on the campus

(3) Associate Dean of Students

(4) Director of Finance

(5) Administrative Vice President

(6) Dean of Student Affairs

The summary should, if possible, be confined to one page, present the salient facts, define the action taken, and note the results. If additional action is required by the President or Board of Trustees, such should be indicated. At the discretion of the campus dean, or at the direction of the President, the summary report may be followed up at a later date by a more comprehensive report.

d. If the element of urgency is not present, within three working days, the campus dean will submit a written summary report as outlined in subparagraph c above. Subsequently, a comprehensive report may be submitted at the discretion of the campus dean.

e. Upon receipt of a student health and safety summary report from the campus dean, the College President will take such immediate action as may be required and will have prepared an appropriate, timely memorandum to the Board of Trustees. This report to the Board will be delivered at the earliest possible time and will not await formal presentation of written material in connection with Board agendas.

1.57 CONTRACTS

The College is a party to numerous contracts. Because of the complexity of the many types of contracts and the far-reaching implications to the College, each contract must be scrutinized for legal sufficiency, and completeness in all other aspects, when it is coordinated internally. Oral contracts assuming any liability are to be avoided. For details regarding contracts, refer to paragraph 7.15 of the College Policies and Procedures Manual.

2.65 CONSTITUTION OF THE MONTGOMERY COLLEGE FACULTY*

2.651 INTRODUCTION

a. Success in developing and implementing programs of the College requires joint efforts of trustees, President, Administrative Staff, faculty and students. Constructive interaction of these groups can result only from each knowing and respecting the roles of the others in making college policy.

b. This Constitution embodies an organization, proven effective in modern institutional management, which operates on the principle of shared authority distributed according to the ascribed role of each of the above-named groups.

c. These regulations define primarily the responsibilities of the faculty in the governance of the College. They also state, in part, the roles of other elements in the government of the College as those functions have a bearing on academic matters and faculty status.

d. This section takes precedence over any conflicting statements or regulations, and may be changed only as prescribed in 2.656c.

2.652 GENERAL ROLE OF THE BOARD OF TRUSTEES

The Board of Trustees hereinafter referred to as the Board, is the final authority in matters effecting the College under the laws of Maryland. In addition to its duties specified by law, the Board helps relate the College to the community; defines over-all college policies; determines, with the faculty and administration, long-range plans of the College; and is concerned with over-all personnel policies and with the roles of the various groups in the College.

2.653 GENERAL ROLE OF THE PRESIDENT

It is the understanding of the faculty that the President acts in accordance with the authority the Board has delegated to him as the chief executive officer of the College. Subject to Board guidance and review, he provides leadership to achieve the goals referred to above. He suggests ways and means to improve academic matters and faculty status. He practices the principle of shared authority in institutional governance.

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*This section, which includes all paragraphs from 2.65 to 2.78 inclusive, is based on the "Statement of Government of Colleges and Universities," American Association of University Professors, American Council on Education, and the Association Governing Boards of Universities and Colleges, 1966. By resolution No. 255-67, May 1, 1967, the Board of Trustees adopted this statement as a general guideline for the College, where appropriate to the purposes of a community college. (See also paragraph 2.10.)

2.654 GENERAL ROLE OF THE FACULTY

a. In this governance document, "Faculty" refers to full-time faculty members, unless otherwise stated.

b. A full-time faculty member devotes more than 50 percent of his time to instructing, counseling, or academically related services to students. (This definition includes only teachers, counselors, librarians and learning resources professional personnel. Any professional employee who is not covered in this may appeal to the Faculty Senate for a determination of his status. (Approved by the President, 4/29/74.)

c. These members retain their faculty status when elected to or selected for a non-teaching, but academically-related position for a specified period.

d. Under appropriate policies of the Board, the faculty is primarily responsible for academic matters and for faculty status. Academic matters include curriculum, subject matter, and instruction, research, academic regulations, standards, courses, and programs, and aspects of student life interrelated with the educational process. Matters of faculty status include appointment, reappointment, promotion, faculty performance-appraisal, tenure, and dismissal.

e. Determinations in these matters referred to in item d above, shall first be by appropriate faculty action through established procedures, reviewed by the chief academic officers (the President and the campus deans), with the concurrence of the Board where appropriate. Adverse rulings of the Board, or President, or campus deans, on faculty decisions, primarily the responsibility of the faculty, shall be detailed in writing to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its view to the President or the Board.

f. The faculty shall actively participate in the determination of policies and procedures governing salary increases.

g. The faculty recommends the requirements for degrees and certificates. It recommends that the President and the Board grant those evidences of academic achievement when the faculty finds that the student has met those requirements.

2.655 GENERAL ROLE OF THE STUDENTS

The faculty holds that students should participate in formulating those college policies that concern them directly, and for which they have the appropriate substantive competence, experience, and discipline.

2.656 BASIC STRUCTURE

a. The basic structure of the faculty organization assumes that the College is a single, multi-campus institution.

b. The structure, developed by the faculty, in consultation with the President, was approved by the Board on November 17, 1969.

c. Recommendations for changing the structure shall be submitted to the Senate for its consideration and action, namely, review, comment, and submittal to the faculty. The views of the administrative staff shall be solicited by the Senate and made available to the faculty. If a majority of those faculty members present vote favorably upon the recommendations, the latter shall be sent to the President suggesting Presidential approval. (Approved by the President, April 29, 1974)

2.66 THE FACULTY SENATE

2.661 GENERAL

The Faculty Senate officially represents the entire faculty in formulating policy for the College. It considers academic processes or faculty status matters referred to it by the Board, administration, faculty members, student senates or appointees of the latter.

2.662 FUNCTIONS

a. Reviews continually the governance of the College.

b. Acts for the entire faculty, except that the following matters shall be referred for decision to the college-wide faculty:

  (1) Academic Regulations

  (2) Faculty tenure and dismissal regulations

  (3) Faculty performance appraisal or evaluation

  (4) Faculty compensation

  (5) Structural changes to governance regulations

  (6) Matters the Faculty Senate considers should be referred to the college-wide faculty.

c. Appoints and assigns tasks to standing, all-college committees, and to needed and ad hoc faculty committees. The Faculty Senate shall keep the President and the faculty informed of its appointments to committees.

d. Develops the college academic calendar in coordination with the Student Senates, representatives of the Staff, and appropriate members of the administration. The recommendations of the Senate are transmitted to the President for approval and further development of the administrative phases of the overall college calendar. (Approved by the President, 4/29/74)

e. Calls faculty meetings when:

  (1) It considers they are necessary; or

  (2) Ten percent of the faculty members submit a petition to the Senate requesting a faculty meeting. The petition should specify the reason for calling the meeting.

f. Requests in writing a meeting with the Board whenever a majority of the Faculty Senate considers the meeting warranted.

g. For all meetings it calls, determines content and priority of items of agenda for each meeting.

Modification 115, May 24, 1974

h. Appoints annually, from the faculty, a parliamentarian for all college-wide faculty meetings.

i. The Chairman of the Senate shall serve as the official representative of the faculty at all Board meetings. He shall speak for the faculty or Senate when instructed to do so by these bodies and shall participate in Board discussions when he considers it necessary to bring to the Board's attention the faculty point of view.

j. Determinations of the Faculty Senate and/or of the full faculty requiring the approval of the President, or of the President and Board of Trustees, are coordinated by the Chairman of the Faculty Senate, and submitted to the President, or via the President to the Board of Trustees for his or their review and approval. (Approved by the President, April 29, 1974)

2.663 COMPOSITION, LENGTH OF SERVICE, VOTING, MEETINGS AND AGENDA

a. The Faculty Senate, a faculty body, shall consist of 11 faculty members; in addition, the President and the campus deans shall serve as non-voting ex-officio members. Also, the Dean of the Faculty and a student from each campus, chosen by their respective student senates, may serve as non-voting participatory members.

b. Members of the Faculty Senate shall serve for two years in accordance with the established system of rotation unless they resign or are otherwise unable to complete the normal term of office. The term of office shall commence immediately after the last regular full-time faculty meeting of the spring semester has been concluded. No person may serve consecutive terms.

c. The Faculty Senate shall meet in accordance with dates or days determined by its membership at the first meeting following their election each year or at the call of its chairman.

d. All meetings of the Faculty Senate, except executive meetings, are open meetings. Members of the administration and of the student body who wish to be informed more fully regarding faculty matters and persons who wish to express their views on various matters under consideration by the Faculty Senate are especially urged to attend the Faculty Senate meetings.

e. Members of the Faculty Senate shall not be members of a campus assembly, or of any permanent standing committees.

f. Members of the Faculty Senate, except the Chairman, shall teach one-fifth to one-fourth less than their usual teaching loads; the Chairman shall be relieved of one-half to three-fourths of his teaching responsibilities. (See also paragraph 3.24b.)

2.664 PROCEDURES FOR THE ELECTION OF SENATE MEMBERSHIP

a. Elections to the Faculty Senate shall be held six weeks prior to the last day of classes in the spring semester. Only full-time faculty members may vote.

b. The Chairman of the respective campus assembly shall provide a ballot bearing the names by departments of all faculty members who are completing at least two years of service with the College. The ballot shall be distributed to all full-time faculty members approximately one week before the election.

c. At the campus faculty meeting for the purpose of electing senators, each full-time faculty member shall mark his ballot for a total of five nominees (six at Rockville); each nominee must be from a different department.

d. From the five faculty members (six at Rockville) receiving the greatest number of nominating votes (no two nominees may be from the same department), the campus faculties shall elect senators to fill the vacancies.

e. To be elected, a nominee must receive a majority of the votes cast. If there is not a majority vote for one or more of the nominees on the second ballot, the nominee receiving the least number of votes shall be eliminated. Voting shall continue in this manner until the vacancies are filled.

f. If a full-time faculty member is unable to be present at a faculty meeting in which an election is being held, he may name a proxy to cast his vote. In a signed memorandum to the faculty member presiding at the meeting, the absent faculty member shall designate the person who is to serve as his proxy.

g. In the event that an elected representative is unable to serve because of sickness, extended leave, or for other reasons, a faculty member shall be elected from the appropriate campus by the campus assembly. The member elected in this way must be from a department not then represented on the Senate.

h. A faculty member not desiring to serve on the Faculty Senate shall be so privileged.

2.665 OFFICERS OF THE FACULTY SENATE

a. The Faculty Senate shall be headed by the Chairman and in his absence by the Vice-Chairman. Both the Chairman and the Vice-Chairman shall be full-time faculty members. The Vice-Chairman shall be from a campus other than the campus from which the Chairman is elected.

b. The Chairman and the Vice-Chairman shall be elected by the College Faculty Senate on separate ballots, the Chairman being elected first. To be elected, one must receive a majority vote of all members present and voting. The newly-elected Chairman shall assume office immediately and shall preside over the election of the Vice-Chairman.

c. Elections for the Chairman and Vice-Chairman shall be by secret ballot.

d. If there is no majority vote for Chairman (or Vice-Chairman) after two ballots, the voting shall be between the two members who received the largest number of votes on the second ballot.

2.67 FACULTY MEETINGS

2.671 GENERAL

Faculty meetings (of the all-college full-time faculty) are considered an integral part of the organization of the College. In support of this concept there shall be a minimum of three (3) all-college faculty meetings a year, in September, in between semesters, and in June. The Chairman of the College Faculty Senate presides over all matters of faculty business. The Senate shall work out the agenda and time and place of the meeting and shall notify the entire faculty in ample time.

2.672 AUTHORITY TO CONVENE

The Senate or the President may call meetings of the all-college faculty. In addition, a minimum of 10 percent of faculty petitioners may request an all-college faculty meeting.

2.673 PROCEDURES

Standard parliamentary procedures shall be followed at all faculty meetings. Robert's Rules of Order shall govern the meetings unless changed by a majority faculty vote.

2.68 ALL-COLLEGE COMMITTEES

2.681 GENERAL

To provide a proper framework for faculty participation in the efficient functioning of the College, committees are established to assist the Faculty Senate in its role in the governance of the College.

2.682 PERMANENT ALL-COLLEGE COMMITTEES

Appointments to the following all-college committees are made in accordance with the provisions of paragraph 2.69. The functions of these committees shall be reviewed annually and revised accordingly.

a. Senate Executive Committee

b. Subcommittee on Contracts, Rank, and Tenure

c. Subcommittee on Committees

d. Curriculum Committee

e. Academic Regulations Committee

f. Calendar Committee

g. Committee on the Professional Status of the Faculty

h. Academic Occasions Committee

2.683 AD HOC COMMITTEES

a. Whenever the Senate feels that it is necessary, it shall appoint an ad hoc committee and give that committee a specific charge and approximate date for making its report to the Senate.

b. The Faculty Senate shall establish a separate ad hoc committee for each separate grievance brought to its attention. Such committees shall be composed solely of full-time tenured faculty members.

2.684 DUTIES INCUMBENT ON ALL COMMITTEES

a. Meet at regularly scheduled and publicized times so that interested members of the college community may attend. The time, date, and place of these meetings shall be brought to the attention of all interested persons by inserting appropriate notices in the College's weekly bulletin.

b. Insure that meetings, except those in executive sessions, are open meetings.

c. Follow normal parliamentary procedure at all meetings unless the committee members agree otherwise.

d. Keep minutes, except that the ad hoc committees appointed to hear grievances shall not keep minutes on matters of personal grievance unless so requested by the person submitting the grievance. This exception is due to the nature of the function performed by this ad hoc committee. With the exception of the Chairman, the right of a member to vote on a committee carries with it the obligation to take the minutes of meetings.

e. Distribute approved copies of all minutes as directed by the Senate.

f. Maintain liaison, in the course of its deliberations during the academic year, with the appropriate administrators and student bodies in order to insure adequate communication between the administration and the faculty.

Modification 115, May 24, 1974

2.685 COMMITTEE REPORTS

a. A written report of the activities of all-college standing committees shall be presented by the chairman thereof in person toward the end of the spring semester to the College Faculty Senate together with recommendations for continuing work. The chairman of the College Faculty Senate shall extend invitations for personal presentation of the reports in cases where the College Faculty Senate wishes to discuss a report with a particular chairman.

b. Other committee and subcommittee reports will be submitted as directed by the Senate.

2.69 COMPOSITION AND DUTIES OF ALL-COLLEGE COMMITTEES

a. All full-time faculty members are eligible for appointment to standing and ad hoc committees.

b. Members of the administration are appointed to these committees by the President as specified in paragraph 2.70 and serve as fully participating non-voting committee members except as otherwise stated.

c. Officially elected or appointed students serve as members of committees as specified in paragraph 2.70.

d. Chairmen of standing all-college committees shall be full-time faculty members elected by the members of the committees. The Chairmen of the Curriculum Committee, Academic Regulation Committee, and Committee on Professional Status shall teach one-fifth to one-fourth less their usual teaching load.

e. Retiring chairmen of standing committees shall call and chair the organizational meeting of the committees.

f. Membership on all standing all-college committees shall be established before the end of the fall semester. (Approved by the President, 4/29/74.)

2.70 COMPOSITION AND DUTIES OF SENATE SUBCOMMITTEES

2.701 SENATE EXECUTIVE COMMITTEE

a. The committee shall consist of four members: The Senate Chairman, the Vice-Chairman, the College President, and one other Senate member chosen by the Senate.

b. The committee plans agendas for the Faculty Senate.

c. The committee receives information from the President, the Senate and the faculty concerning desirable college-wide faculty meetings and conferences and develops the plans and agendas for these meetings and conferences.

2.702 SUBCOMMITTEE ON CONTRACTS, RANK, AND TENURE

a. This subcommittee shall consist of three members of the Senate elected by the Senate, the Dean of the Faculty, and one tenured faculty member from each campus. The latter shall have three year terms staggered with the term of the Dean of the Faculty. (Modified by PAC, July 2, 1970).

b. The chairman of the subcommittee is authorized 6 hours released time each semester. (Approved by the President, May 23, 1972.)

c. The subcommittee may call on any member of the faculty or administration for purposes of consultation.

d. The subcommittee shall review and approve or disapprove the recommendations concerning the matters under its jurisdiction, including nominations for inter-grade advancements on the evaluation salary schedule which it receives directly from faculty members or department chairmen or heads of comparable units, and forward its decision to the President (or to the campus dean, if so designated by the President) or, in case of appeal, to the Faculty Senate. Also, recommendations concerning department chairmen originating from the Campus Dean at Takoma Park or the Academic Dean at Rockville may be submitted directly to the subcommittee. (Modified by PAC, July 2, 1970)

e. The subcommittee shall review and recommend to the Faculty Senate all substantive policy matters in the realm of appointment of new faculty members, contracts, rank, tenure, suspension, and separation of faculty members.

f. Any faculty member may appeal to the Faculty Senate the recommendations made to this subcommittee and decisions of this subcommittee. (See paragraph 3.328) (Modified by PAC, July 2, 1970).

2.703 SUBCOMMITTEE ON COMMITTEES

a. This subcommittee shall consist of three members of the Senate elected by the Senate.

b. The subcommittee shall recommend to the Senate the membership of permanent all-college committees and all ad hoc committees appointed by the Senate.

c. When called upon by the Senate, the subcommittee may recommend specific charges for assignment to ad hoc committees.

2.71 COMPOSITION AND SPECIFIC DUTIES OF PERMANENT ALL-COLLEGE COMMITTEES OTHER THAN SUBCOMMITTEES OF THE SENATE

2.711 CURRICULUM COMMITTEE

a. Composition and Term of Office

(1) The composition shall consist of one member from each of the following areas:

Mathematics and Science
Social Sciences
Student Personnel
Career Programs
Humanities
Library
Physical Education

Each campus: One at-large faculty member and one student

The two at-large faculty members should be selected by the Senate from among the above areas with a view to providing additional representation from areas having a relatively greater number of faculty members. The student representatives shall be selected by their student senate and should not be president of their student senate.

(2) Because of the extremely important nature of this committee's work, the committee's members should be selected on the basis of demonstrated ability on other committees. At least 50 percent of the members must hold tenure at the time of appointment.

(3) The Dean of the Faculty serves as a member of the committee in a non-voting consultative capacity.

(4) The term of office of faculty members shall be two years on an alternating basis so that approximately half of the members are carried forward each year. (Approved by the President, April 29, 1974)

b. Duties

(1) The committee is responsible for receiving recommendations from all members of the college community, studying these recommendations, and making its own recommendations to the Senate concerning:

(a) New curricula, new courses, and certificate programs and courses.

(b) Revisions or elimiation of existing curricula and courses.

(c) Changes in credit or contact hours for existing courses.

(d) Establishing courses pre-requisites.

(e) Overview and approval of policies and procedures for all credit oourses.

(2) All recommendations by the committee should be consistent with generally accepted college standards and should fit the total philosophy of the College.

(3) If there is a genuine situation of urgency as determined by the committee concerning a proposed course, special consideration should be given to expediting the processing of the course.

c. Procedure

(1) Any member of the college community may submit a proposal regarding courses or curricula directly to the committee.

(2) The department chairman of any department which may be affected by a proposal submitted to the Curriculum Committee must be notified of the proposal and provided with all the information submitted to the committee.

(3) The campus dean shall be kept informed by the initiator of the progress of a proposal.

(4) The committee may recommend approval of a proposal with any modifications which it considers appropriate or it may reject a proposal. All proposals from the college community must be submitted to the Senate for approval. Any proposal rejected by the committee may be presented to the Faculty Senate for consideration. Rejection of the proposal by the Senate is final for that year. *

2.712 ACADEMIC REGULATIONS COMMITTEE

a. Composition and Term of Office

(1) The committee shall be composed of five faculty members, the registrars, and a student from each campus. The faculty members shall be selected insofar as possible to provide proportional representation from the two campuses. The term of office of students shall be one year, and of faculty members, normally two years. Half of the faculty membership shall be carried forward each year.

(2) The Dean of Student Affairs shall serve the committee in a consultative capacity.

b. Duties

(1) Reviews existing academic regulations and prepares new regulations or changes to existing ones.

(2) Insures, in cooperation with the campus committees on academic appeals, proper and consistent college-wide adherence to regulations.

(3) Reviews college publications for consistency in presentation of published regulations and forwards its recommendations to the persons responsible for these publications.

(4) Submits its recommendations through its chairman to the Faculty Senate for review. The Faculty Senate then forwards these recommendations together with its own recommendations thereon to the faculty for its consideration.

2.713 CALENDAR COMMITTEE (PAC, September 24, 1970)

a. Composition and Term of Office

The committee shall be composed of four faculty members, an administrator appointed by the President, a member of the staff appointed annually by the Staff Senate, and a student from each campus. The faculty members and students shall be selected equally from each campus. The term of office of students shall be one year and of faculty members, two years. Half of the faculty membership shall be carried forward each year. (Approved by President, 10/22/71)

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*See also paragraph 5, Minutes of the President's Advisory Council, 4/9/73.

b. Duties

The committee will review annually calendar criteria and guidelines as stated in Section 6.07 of the Faculty Handbook and recommend to the Faculty Senate by March 1st any modifications considered desirable as a result of changing concepts or experiences. (Approved by the President, April 29, 1974)

2.714 COMMITTEE ON THE PROFESSIONAL STATUS OF THE FACULTY

a. Composition and Term of Office

The committee shall consist of nine full-time faculty members, and one part-time faculty member. The full-time faculty members shall be selected to provide proportionate representation from the two campuses. The term of office shall be two years on an alternating basis so that approximately half of the members are carried forward each year. The Dean of the Faculty serves as a consultant to the committee.

b. Duties

Prepares recommendations on salary, fringe benefits, and other aspects of the economic status of the faculty, including class size and faculty load.

2.715 ACADEMIC OCCASIONS COMMITTEE

a. Composition and Term of Office

The committee shall consist of six faculty members appointed by the Senate, the Dean of the Faculty, the Chairman of the Faculty Senate. the Director of Internal Management and the Dean of Student Affairs. The term of office of the appointed members shall be two years. Half the appointed membership shall be appointed each year. In addition, a student from each campus shall be appointed for a one-year term.

b. Duties

(1) Supervises the commencement exercises under the general direction of the Dean of the Faculty who shall serve as college marshal. (See also paragraph 6.60)

(2) Secures the speaker for commencement.

(3) Recommends and plans for the celebration of other appropriate occasions.

(4) Presents its budget to the Senate for review and forwarding to the President.

Modification 123, January 10, 1975

2.716 LEGISLATIVE INFORMATION COMMITTEE (Approved by the Dean of Administration (Acting for the President in his absence), July 17, 1972)

a. Composition and Term of Office

The committee shall consist of five full-time faculty members appointed by the Senate. The term of office of the appointed members shall be two years on an alternating basis so that approximately half of the members are carried forward each year.

b. Duties

(1) To collect and assimilate all matters of a legislative and educational nature which could affect the educational climate of the institution or the professional status of the faculty.

(2) To distribute this information to the academic community through newsletters which are normally published once each semester. Additional newsletters are published as the need arises.

2.72 CAMPUS ASSEMBLIES (President's Advisory Council, December 20, 1973)

a. Each campus community shall have an Assembly to which faculty members are elected; to which students and staff representatives are selected in a manner determined by their respective representative constituent groups and of which the Campus Dean is an ex-officio member.

b. The composition of the Assembly shall reflect the fact that in the governance of the campus, the faculty's judgment is central to educational policy. To this end and in cooperation with students, faculty, administrators and staff, the Campus Dean shall develop a governance statement covering the composition, organizational and operational procedures, structure and functions of the Assembly and its standing committees. Further, the faculty members elected to the Assembly shall constitute a group within the Assembly whose voting members consist entirely of faculty members. In making determinations on matters not reserved to the Faculty Senate, this group of faculty members, on behalf of the campus faculty, shall act independently of other members of the Assembly involving matters for which the faculty has primary responsibility.

c. The Assembly Constitution shall conform to the provisions of the Faculty Constitution and other official policies of the College.* Before being implemented, the constitution and any structural changes thereto must be approved by the full faculty of the campus and by the Campus Dean. The Campus Dean then submits the Assembly constitution and any subsequent changes to the President for final approval.

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* Guidelines in the "Statement on Government of Colleges and Universities" may be useful in implementing these concepts and practices. (Prepared jointly by the American Association of University Professors, American Council on Education, and the Association of Governing Boards of Universities and Colleges, 1966.

2.73 THE ROCKVILLE CAMPUS ASSEMBLY (Approved by the Dean of Administration (Acting for the President in his absence), July 10, 1974)

2.731 GENERAL ROLE

a. The Campus Assembly represents the campus community in the governance of the campus in those areas in which administration, staff, students, and faculty have a common interest. Matters specifically reserved to the Campus Faculty, Faculty Senate, Student Senate, Staff Senate or Campus Dean are not within the jurisdiction of the Campus Assembly. In those areas in which the Assembly has jurisdiction, no policy may be implemented without the Assembly having the opportunity to make its prior determination. Such determination by the Assembly is subject to review by the Campus Dean, the President, and the Board of Trustees only. The power of final decision is lodged in the Board of Trustees or delegated by it to the President or Campus Dean, and it shall be exercised adversely under exceptional circumstances only and for reasons communicated in writing to the Assembly. The Assembly shall have, following such communication, an opportunity for further consideration and further transmittal of its views to the Campus Dean, the President, or the Board of Trustees.

b. Individual students, faculty members, administrators, and staff members have the right to recommend directly to the Assembly changes in existing policies and formulation of entirely new policies without interference by any other member of the college community. Similarly, all members of the campus community have the right to appeal to the Assembly any matters for which an avenue of appeal is not otherwise provided.

c. Before it makes its determination in a matter, the Assembly may refer the matter to any other existing group, establish such ad-hoc groups as it deems necessary, or ask for the assistance of any individual in arriving at a determination.

d. Recommendations for changing paragraphs 2.73 through 2.749 shall be submitted to the Assembly. The Assembly shall then obtain the views of the Student and Staff Senates regarding the changes and, after consideration of the matter, forward its comments and recommendations to the full campus Faculty. The Faculty may approve the change, disapprove it, or return it to the Assembly for further study and modification. If the Faculty approves the change, it shall be forwarded to the Campus Dean for his approval and recommendation to the President for final approval.

2.732 FACULTY ROLE

a. Because the judgement of the Faculty is central to educational policy, those aspects of student life relating to the educational process, academic matters, and matters affecting faculty status shall be guided by the concepts as delineated in appropriate Board policies*, and are the primary responsibility of the campus Faculty except in those cases where the matter is under the jurisdiction of the Faculty Senate.

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*The Statement on Government of Colleges and Universities, prepared jointly by the American Association of University Professors, American Council on Education, and the Association of Governing Boards of Universities and Colleges, 1966, was accepted by the Board of Trustees as a guideline for college governance.

The faculty members elected to the Assembly shall act for the Faculty in fulfilling this responsibility. The faculty members of the Assembly, by a majority vote of faculty members present, may at any time refer a matter for faculty decision to the full campus faculty and the full campus faculty by a simple majority vote may reverse or otherwise change any action of its elected faculty representatives. For purposes of acting on a matter referred to the full campus faculty by the assembly faculty members, including the election of assembly faculty members, or of reversing an action of its elected faculty representative, a quorum is defined as more than fifty percent of the full-time faculty members of the Rockville Campus. For all other purposes associated with a duly-announced faculty meeting, a quorum consists of the full-time campus faculty members present. Any action of the assembly faculty members may be questioned at any meeting of the full faculty of the campus. A duly-announced faculty meeting is defined as a faculty meeting for which notice has been distributed to each faculty member through the campus mail system at least three working days prior to the meeting.

b. Determinations by the assembly faculty members are, as stated above, subject to review by the full campus faculty. Beyond this review, such determinations are subject to review by the Campus Dean, the President, and the Board of Trustees only. The power of final decision of the President or Campus Dean should be exercised adversely under exceptional circumstances only and for reasons communicated in writing to the assembly faculty members who shall have the right of further review and further transmittal of their views to the appropriate party.

c. The faculty members of the Assembly are specifically charged with but not restricted to the following functions:

(1) Develop campus policy and review and approve policies developed by other persons or campus groups affecting areas for which the faculty has primary responsibility, and recommend the implementation of that policy to the proper official or body. No policy in these areas may be implemented without the Assembly faculty members having the opportunity to make their prior determination in the matter.

(2) Promote to the fullest extent practicable policies, procedures and a campus environment conducive to academic excellence and human growth and development.

(3) Call campus faculty meetings whenever they consider that such meetings are required, or by request of the Campus Dean, or upon written request of at least ten percent of the full-time campus faculty members.

(4) Maintain close communication with the Faculty Senate and recommend to the Faculty Senate any matters that have college-wide implications.

(5) Appoint from among the campus faculty a first and a second parliamentarian. At campus faculty meetings, the first parliamentarian shall decide all questions regarding the rules for

conducting the meeting. In his absence, the second parliamentarian shall perform this function.

(6) Appoint faculty members to committees as required herein.

2.733 FUNCTIONS OF THE ASSEMBLY

The Assembly directly or through its committees:

a. Advises the Campus Dean concerning matters affecting the day-to-day operation of the Campus.

b. Conducts a continuing review of the campus organization, procedures, regulations and other means of implementing policies and a thorough review at least triennially with a view to increasing the efficiency and effectiveness of campus operations, and ensures that the general organization promotes academic excellence and the concept of shared authority at all levels in the governance of the campus.

c. Serves as the group to which all members of the campus community may bring matters of concern for appropriate action.

d. Develops policies concerning the use of campus facilities.

e. Reviews, approves and recommends the implementation of campus policies as specified in Sections 2.741 through 2.749.

f. Appoints such committees as it considers appropriate and charges these committees with the tasks to be performed.

g. Appoints members to committees and appoints committee chairmen as specified herein.

h. Serves as an appellate body as specified herein.

i. Performs such other functions as it may find necessary in order to assist in achieving the objectives of the College.

2.734 COMPOSITION, VOTING, AND MEETINGS

a. The Assembly is composed of twelve full-time faculty members, three students chosen in a manner determinated by the Student Senate, three staff members chosen in a manner determined by the Staff Senate, and the Campus Dean who is an ex-officio, non-voting member.

b. Each member including the chairman of the Assembly but excluding the Campus Dean shall have one vote. A tie vote on any motion defeats the motion. No motion requires a seconding motion. Votes on each motion shall be recorded in the minutes by number only as faculty votes, student votes, and staff votes.

c. The Assembly shall meet on the dates or days determined by its membership and at such other times at the call of its chairman. The chairman must call a meeting upon written request of at least ten percent of the full-time faculty members of the Campus or six members of the Assembly or at the request of either the Student or Staff Senate or the Campus Dean.

d. The approved minutes of each meeting shall be distributed to each member of the campus faculty and administrative staff; to each member of the following senates: Faculty Senate, Student Senate, Staff Senate; and to such other parties as the Assembly may direct.

e. All sessions of the Assembly, except executive sessions, shall be open.

f. Executive sessions are sessions at which the proceedings are secret. A motion to go into executive session may be made by any member of the Assembly. The motion is adopted by a majority vote of voting members present. Only members, voting and non-voting, and special invitees are allowed to attend an executive session. The determination of whether a non-member is to attend an executive session shall be by majority vote of voting members present. Every person present at an executive session is honor-bound not to divulge anything that occurred during the session. If minutes are kept of an executive session they must be read and acted upon only in executive session.

g. A quorum shall exist when nine voting members are present at a duly announced assembly meeting.

2,735 SELECTION OF MEMBERS AND TERMS OF OFFICE

a. The student members of the Assembly are appointed by the Student Senate for one-year terms with the right of reappointment for an additional one-year period. The student members appointed by the Student Senate must be full-time students. If at any time during his period of assembly membership, a student fails to maintain a full-time course load or fails to maintain a cumulative grade-point average of at least 2.0, he shall lose his assembly membership. The Student Senate shall appoint a qualified replacement.

b. The staff members of the Assembly selected in a manner determined by the Staff Senate serve a two-year term. They are eligible for selection for a successive two-year term. Thereafter, at least one year must elapse before they are again eligible for selection. To be eligible to serve on the Assembly, a staff member must be a full-time staff member on the Rockville Campus and must have completed at least two years of service at the College.

c. The faculty members of the Assembly are nominated and elected by the full-time faculty members of the campus for two-year terms. They are eligible for nomination and election to a successive two-year term. Thereafter, at least one year must elapse before the faculty member is again eligible for nomination and election. The nomination and election procedures are as follows:

(1) The election of faculty assembly members shall be held approximately four weeks prior to the last day of classes in the spring semester.

(2) No later than two weeks before the election the chairman of the faculty members of the Assembly shall prepare and distribute to all full-time faculty members of the campus a nominating ballot listing the names, by campus departments, of all faculty members who are completing at least two years of full-time faculty service with the college, except that the names of faculty members in the following categories shall be excluded:

(a) Assembly members who are completing the second consecutive two-year term on the Assembly,

(b) Assembly and senate members with unexpired terms,

(c) Faculty members who have informed the chairman of the assembly faculty members that they do not desire to be nominated,

(d) Faculty members of a department already having two members who will be serving on the Assembly during the period for which nominations are being made. No more than two members of any department may serve on the Assembly at one time.

(3) From among the names on the ballot, each faculty member shall designate six faculty members whom he desires to represent him on the Assembly and forward his ballot to the chairman of the Assembly faculty members.

(4) The assembly faculty members shall then prepare an election ballot by:

(a) Listing alphabetically the names of the twelve nominees receiving the highest number of nominating votes, except that a maximum of one person from any one department may be listed.

(b) Selecting three additional nominees from eligible faculty-at-large, observing the limitation of a total of one nominee from any one department.

(c) Distributing the election ballot at the faculty meeting held for the purpose of electing members to the Assembly.

(5) At the election meeting, each full-time faculty member shall designate six of the fifteen names on the ballot as his choices for assembly membership. If a full-time faculty member is unable to be present at the election meeting, he may designate a proxy to cast his votes. In a signed memorandum to the chairman or other faculty member presiding at the meeting, the faculty member shall designate the person who is to serve as his proxy.

(6) Faculty members designated by the presiding faculty member shall collect and count the votes. The six nominees receiving the highest numbers of votes are elected to assembly membership. In the event a tie vote involving two or more nominees prevents the election of six members, the faculty shall vote again to break the tie between the nominees who received tie votes.

d. In the event an assembly faculty member resigns, or is unable to serve for any reason, the replacement shall be the next qualifying nominee who received the next highest number of votes on the election ballot (ties to be broken by vote of faculty assembly members). In the event other assembly members are unable to serve, their appointing bodies shall select replacements.

e. 'If a faculty member is absent from a total of three regular assembly meetings during one semester, unless he is also absent from his regular duties at the College, he shall be dismissed from the Assembly. The replacement shall be the next qualifying nominee who received the next highest number of votes on the election ballot (ties to be broken by vote of assembly faculty members). If other members of the Assembly are absent excessively, the assembly chairman shall request their appointing bodies to make a replacement.

2.736 OFFICERS OF THE ASSEMBLY

a. A chairman and a vice chairman of the Assembly shall be elected in the manner prescribed for the election of chairman and vice chairman of the Faculty Senate (see para. 2.665b of the Faculty Constitution).

b. The assembly chairman shall preside at all meetings of the Assembly at which he is present. In the event the assembly chairman is absent, the vice chairman shall preside and perform all other functions normally falling to the chairman. If neither the chairman nor vice chairman if present, the Assembly shall elect a temporary chairman to preside. The chairman shall publish the agenda for each assembly meeting and arrange for its distribution after ensuring that all items which assembly members have requested to be placed on the agenda are listed or are included in an early subsequent agenda. Subjects not on the agenda may be taken up on approval of a majority of the members present only.

c. The chairman shall announce the first or organizational meeting for each assembly committee for which a committee chairman has not been designated. This announcement shall be made before the end of the spring semester.

d. For the purpose of calling and conducting meetings for discussing or acting upon matters which are primarily a responsibility of the faculty, the assembly faculty members shall elect a chairman from among their membership. In the event the assembly chairman is a faculty member, he shall serve as chairman of the assembly faculty members.

2.74 ROCKVILLE CAMPUS ASSEMBLY COMMITTEES

a. General

Campus assembly committees exist to serve the needs of the individual members of the campus community and are primarily responsible to the Campus Assembly. Unless otherwise stated in this document, they report to the Campus Assembly only. Membership on standing assembly committees shall be established before the end of each spring semester. Preference for membership shall be given to persons who are not serving on an elective body and who possess expertise in the matters under the cognizance of the specific committees. Having been assigned to a committee, the member is expected to serve a full term. He may, however, for compelling professional or personal reasons be released from the assignment by the body which appointed him. Members of standing assembly committees are voting members unless the section of this document establishing the committee indicates otherwise. Unless otherwise stated herein, a tie vote on any motion defeats the motion. Faculty and staff members on committees may be reappointed for an unlimited number of terms. Chairmen of committees should request replacement for faculty, students or staff members who absent themselves from committee meetings excessively. The word "Faculty" in this document means a full-time faculty member of the Rockville Campus unless otherwise specified.

b. Standing Committees

(1) Academic Appeals Committee

(2) Administration and Organization Committee

(3) Campus Center Committee

(4) Educational Resources Committee

(5) Facilities Committee

(6) Student Activities Committee

(7) Student Athletics Committee

(8) Student Rights and Responsibilities Committee

(9) Traffic Regulations and Appeals Committee

c. Ad Hoc Committees

The Campus Assembly shall appoint such ad hoc committees as it considers necessary and shall give these committees specific charges to fulfill.

d. Duties Incumbent on All Campus Assembly Standing Committees

(1) Hold their initial meetings before the end of the spring semester.

(2) Meet at regularly scheduled and publicized times so that interested members of the college community may attend the meetings.

(3) Work toward improving the climate for learning, academic excellence, and growth of the individual.

(4) Ensure that meetings, except those in executive session, are open meetings.

(5) Follow Robert's parliamentary procedures at all meetings unless committee members agree otherwise.

Modification 117, July 19, 1974

(6) Keep minutes and submit approved copies of all minutes to the Assembly, and make further distribution as the Assembly may direct.

(7) Maintain liaison with appropriate administrators and student and staff bodies in order to ensure adequate communication among the members of the campus community.

(8) Unless otherwise stated in this document, elect their own chairman.

(9) Unless otherwise stated in this document, the committee members of each committee each year shall determine what percentage of the membership constitutes a quorum.

(10) Submit a written report of the committee's activities to the Assembly not later than six weeks before the last day of classes in the spring semester.

2.741 ACADEMIC APPEALS COMMITTEE

a. General

The Academic Appeals Committee is responsible for judging student appeals regarding academic status at the Rockvil[illegible]us of the College.

b. Composition and Tenure

(1) The Academic Appeals Committee shall consist of six members: four faculty members appointed by the assembly faculty members, one student appointed by the Student Senate, and the Director of Admissions and Records. The Assembly shall appoint one of the Committee's faculty members as chairman of the committee.

(2) The Director of Admissions and Records is an ex-officio, non-voting member of the committee. The term of office of the faculty members shall be two years and of the student member one year. The assembly faculty members shall appoint the faculty members in such a way that two of them are continued on the committee each year.

(3) Committee members who are a party to an appeal are disqualified from hearing and acting on that appeal.

c. Functions

(1) Promotes academic excellence by ensuring proper application of academic regulations.

(2) Judges written appeals only. Appeals must include a letter from the student, and, in the case of appeals regarding grades or academic regulation, the opinions of those faculty members, including the academic advisor and counselor, directly involved in the matter being appealed must be included.

(3) Under no circumstance may the Committee change the grade of a student without the concurrence of the instructor involved or the appropriate department chairman if the instructor is not available.

However: The Committee is charged with hearing all appeals of grades in which it is the belief of the student that the grade does not represent correctly his performance in the course. The appeal must be submitted in writing with substantiating evidence. Prior to the submission of an appeal the student must have appealed to the instructor and the appropriate department chairman or a committee of three members of the department appointed by the chairman. After hearing the appeal, the Academic Appeals Committee advises the department involved of its recommendation for action by that department, which may include changing the assigned grade.

d. Appeals from the Decisions of the Academic Appeals Committee

Students and faculty members may appeal the decisions of the Academic Appeals Committee to the assembly faculty members. Generally, the assembly faculty members will hear appeals only in cases where the due process procedure is in question. Should the assembly faculty members decide to hear an appeal, they may concur in the decision of the Appeals Committee, they may return the matter to the Appeals Committee for further information or investigation, or they may reverse the decision of the Appeals Committee. This last action should be taken only under the most unusual and compelling circumstances and only after consultation with the members of the Appeals Committee.

2.742 ADMINISTRATION AND ORGANIZATION COMMITTEE

a. General

The Administration and Organization Committee is the Assembly's agent for providing recommendation and assistance in the area of human and material resource use.

b. Composition and Tenure

(1) The Administration and Organization Committee shall consist of eleven members as follows: five faculty members appointed by the assembly faculty members, two administrators appointed by the Campus Dean, two staff members from the Rockville Campus appointed by the Staff Senate and two students appointed by the Student Senate. The Assembly shall designate the chairman of the Administration and Organization Committee.

(2) The terms of office for all members, except the student members, shall be three years. The terms of office of the faculty, administrators and staff members shall expire simultaneously. The term of office for the student members shall be one year.

c. Functions

(1) Reviews the implementation of campus policies and procedures to determine whether the policies of the Board of Trustees, the provisions of the Faculty Constitution, approved motions of the Faculty Senate and/or Campus Assembly are being observed. The Committee will report its findings and any recommendations it might have to the Campus Assembly.

Modification 117, July 19, 1974

(2) Acts as a point of reception and focus for suggestions from all members of the campus community regarding matters affecting the budget and the administration and organization of the Campus.

(3) Reviews the annual budget of the Campus. To this end, the Chairman of the Committee or his designee may at his discretion and with the permission of the Campus Dean sit with the Campus Dean's budget advisors when categories of the budget are discussed. The Committee shall report its activities, conclusions, and recommendations to the Assembly.

(4) Reviews with the Academic Dean at least semi-annually the assignment of all released time and other special faculty assignments and forwards its findings to the Assembly.

(5) As appropriate, and at least every three years commencing with the committee in office in the fall of 1975, the Committee shall conduct in cooperation with the Campus Dean a thorough analysis of any problems involving the organization and management of the Campus. It shall elicit concerns and recommendations from appropriate segments of the campus community, and report its findings and recommendations to the Assembly.

2.743 CAMPUS CENTER COMMITTEE

a. General

The Campus Center Committee is responsible for developing and recommending the implementation of policy affecting the operation of the Campus Center.

b. Composition and Tenure

(1) The Campus Center Committee shall consist of four students appointed by the Student Senate, two faculty members appointed by the assembly faculty members, two staff members appointed by the Staff Senate from the Rockville Campus, and the Campus Center Director who shall serve as an *ex-officio* member. No more than two of the student members may be members of the Student Senate.

(2) The term of office of the student members shall be one year, of the faculty and staff members, two years. The student members may be reappointed for an additional one-year term. The faculty and staff members shall be appointed so that half of them take office each year.

c. Functions

(1) Reviews and develops policy with the Campus Center Director on all matters concerning the operation and budgeting of the Campus Center.

(2) Reviews and discusses recommendations, changes, and suggestions which are submitted by the faculty, staff, and students concerned with the operation and budgeting of the Campus Center.

Modification 117, July 19, 1974

2.744 EDUCATIONAL RESOURCES COMMITTEE

a. General

The Educational Resources Committee is primarily responsible for reviewing and recommending priorities concerning the Educational Resources budget, and for reviewing and suggesting objectives and policies to the Campus Dean for the overall direction of the Educational Resources Unit, avoiding involvement in operating decisions.

b. Composition and Tenure

(1) The Educational Resources Committee shall consist of ten members: one faculty member from the career area; one faculty member from the transfer area; one faculty member from the Student Personnel Department; four faculty members at large, exclusive of faculty members of the Educational Resources Unit; one student; the Academic Dean; and the Director of Educational Resources. The appointment of the faculty members and the student member shall be made by the faculty members of the Assembly and the Student Senate, respectively. The Academic Dean and the Director of Educational Resources shall serve as ex-officio members. Neither the Academic Dean nor the Director of Educational Resources may serve as chairman of the Educational Resources Committee.

(2) The term of office of all members except the student member, the Academic Dean, and the Director of Educational Resources shall be two years. The student member shall serve for one year and may be reappointed for a second one-year term. The faculty members shall be appointed so that at least three and not more than four of them take office each year.

c. Functions

(1) Reviews and recommends the objectives and policies developed within the Educational Resources Unit and recommends objectives and policies to the Educational Resources Unit which the Committee believes will help ensure effective coordination of educational resources activities with the activities of the academic departments and other campus units. All educational resources unit guidelines should be consistent with the following statement first issued by the Campus on 9 December 1971 and subsequently amended:

> The faculty, through the cognizant academic departments, are primarily responsible for planning, writing, conducting, and evaluating all instructional programs with the assistance and support, where appropriate, of the educational resources faculty and staff, and the Office of Institutional Research.

(2) Reviews and recommends to the Campus Dean action concerning the budget of the Educational Resources Unit.

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(3) Reviews for feasibility and recommends the priority of each major project for which assistance or resources of the Educational Resources Unit has been requested and for each project referred to it by either the Chairman of the Learning Resources Department or the Chairman of the Library Department. The priorities established within the limitations of available resources constitute the official recommendation to the Campus Dean concerning project priorities.

(4) Evaluates the performance of the Educational Resources Unit with respect to:

(a) Fulfillment of the objectives established for the unit

(b) Adherence to approved policies

(5) Actively seeks opinions and recommendations of members of the campus community concerning the effectiveness of the various educational resources activities.

(6) Develops committee procedures for determining periodically the major demands of units of the Campus Community for the utilization of educational resources facilities, personnel, and materials.

(7) Considers conflicting claims involving the utilization of educational resources physical facilities, personnel, and materials, and, where appropriate, recommends such compromises between claimants, as practicable.

2.745 FACILITIES COMMITTEE

a. General

The Facilities Committee is responsible for developing and recommending implementation of campus policies regarding facilities, reviewing facility plans, and making recommendations concerning the use of campus physical facilities.

b. Composition and Tenure

(1) The Facilities Committee shall consist of thirteen members as follows: One faculty member from the technical program area, one faculty member from the educational resources area, one faculty member from the physical education area, two faculty members from areas other than those listed above, four students appointed by the Student Senate, two staff members appointed by the Staff Senate from the Rockville Campus, the Campus Facilities Director, and the Director of Student Activities. The faculty members are appointed by the faculty members of the Assembly.

(2) The term of office for all members shall be two years except that the Campus Facilities Director and the Director of Student Activities are ex-officio members, and the student members serve for one-year with the right of reappointment for a second one-year term. The faculty and staff members shall be appointed so that not less than two or more faculty members and half the staff members take office in any year.

c. Functions

(1) Receives comments and recommendations from all members of the campus community concerning the areas for which the committee is responsible.

(2) Generates ideas and recommends actions designed to bring facilities into existence where its studies indicate such facilities are required.

(3) Investigates complaints and recommends whatever action is necessary to remedy deficiencies revealed by its investigations. If unable to achieve a correction, makes a full report to the Campus Assembly for its appropriate action.

(4) Reviews all plans for facilities, including outside walks and roads, to ensure, insofar as practicable, that their design will promote the educational effort, esthetic appearance, ecological factors, and the efficient operation of the campus.

2.746 STUDENT ACTIVITIES COMMITTEE

a. General

The Student Activities Committee is responsible for maintaining a balance among the various student activities and for recommending the budgets for these activities to the Student Senate. Additionally, this committee reviews policies governing student publications and serves as an appellate body in matters pertaining to student activities, other than athletics, supported by the student activity fee.

b. Composition and Tenure

(1) The Student Activities Committee shall consist of eleven members as follows: five students appointed by the Student Senate; four faculty members appointed by the assembly faculty members; and, serving as non-voting, *ex-officio* members, the Associate Dean of Students and the Director of Student Activities.

(2) None of the appointed committee faculty members may be assembly members, coaches, or advisors of any student organizations. None of the student members may be Student Senate members, editors of funded student publications, or officers of any other student organization.

(3) The term of office of the student members is one year; they may be reappointed for a second one-year term. The term of office of the faculty members is two years; they shall be appointed so that half of them take office each year.

(4) The Associate Dean of Students shall serve as chairman.

c. Functions

(1) (a) To ensure the quality of student life, the Student Activities Committee will analyze the effectiveness of the existing student activities and recommend expansion of student programs to accommodate identified student needs.

(b) Reviews budget requests from all non-athletic student-activity organizations, makes whatever changes it deems necessary to assure a budget that meets student needs for a complete and balanced program, and forwards its recommendations to the Student Senate, with copies to the Campus Dean and to the chairman of the Campus Assembly.

(c) The Student Senate may not add to this budget in any manner, and it may not delete or reduce any item in the proposed budget. It may return the budget to the Student Activities Committee with a request to adjust the total amount to a specified level in order to assure program balance among the areas funded by the student activities fee or for the purpose of matching the total appropriation made by the Student Senate with the available resources. The Student Activities Committee, after receiving the recommendation of the Director of Student Activities regarding the Student Senate's action, retains responsibility for determining which items will be deleted or adjusted in order to meet the level requested by the Student Senate.

(d) Any member of the Student Activities Committee, including the Director of Student Activities, may appeal any budgetary decision by the Student Senate or the Student Activities Committee to the Campus Assembly.

(2) Reviews or develops and submits via the Student Senate and the Assembly to the Campus Dean for his approval all statements regulating, authorizing, or otherwise establishing policies for the creation and operation of activities, other than athletic activities, supported by the student activities fee.

(3) Advises the Associate Dean of Students concerning matters affecting student activities.

(4) Recommends the release of funds from the Student Senate's Surplus Funds Account by majority vote of the members of the Student Activities Committee, for recommendation by the Student Senate and for review and approval by the Campus Dean.

(5) The Campus Dean is responsible for the approval and overall administration of the campus student activities budget, and for appropriate recommendations to the President, in accordance with Board policies and administrative regulations.

2.747 STUDENT ATHLETICS COMMITTEE

a. General

The Student Athletics Committee is responsible for maintaining a balance among the student intercollegiate and intramural athletic programs and for recommending the budgets for these athletic activities to the Student Senate. Additionally, this committee serves as an appellate body in matters pertaining to all student athletics supported by the student activity fee.

b. Composition and Tenure

(1) The Student Athletics Committee shall consist of twelve members as follows: five students appointed by the Student Senate; four faculty members appointed by the assembly faculty members; and, serving as non-voting, *ex-officio* members, the Academic Dean, the chairman of the Department of Physical Education, and the Director of Athletics.

(2) None of the appointed committee faculty members may be assembly members, coaches, or advisors of any student organizations. None of the student members may be Student Senate members, editors of funded student publications, or officers of any other student organization.

(3) The term of office of the student members is one year; they may be reappointed for a second one-year term. The term of office of the faculty members is two years; they shall be appointed so that half of them take office each year.

(4) The Academic Dean shall serve as chairman.

c. Functions

(1) (a) Reviews budget requests for all varsity and intramural programs, including cheerleaders, to assure a budget that meets student needs for a complete and balanced program, and forwards its recommendations to the Student Senate, with copies to the Campus Dean and to the chairman of the Campus Assembly.

(b) The Student Senate may not add to this budget in any manner, and it may not delete or reduce any item in the proposed budget. It may return the budget to the Student Athletics Committee with a request to adjust the total amount to a specified level in order to achieve program balance among the areas funded by the student activities fee or for the purpose of matching the total appropriation made by the Student Senate with the available revenues. The Student Athletics Committee, after receiving the recommendation of the Director of Athletics regarding the Student Senate's action, retains responsibility for determining which items will be deleted or reduced in order to meet the level requested by the Student Senate.

(c) Any member of the Student Athletics Committee, including the Director of Athletics, may appeal any budgetary decision by the Student Senate or the Student Athletic Committee to the Campus Assembly.

(2) Reviews or develops and submits via the Student Senate and the Assembly to the Campus Dean for his approval all statements regulating, authorizing, or otherwise establishing policies, exclusive of policies concerning athletic personnel, for the creation and operation of all varsity and intramural athletic activities (including cheerleaders).

(3) Approves the proposed schedules of competitions for the varsity and intramural athletic programs as well as tournament competitions.

(4) Releases funds from the Tournament Account upon the request of the Director of Athletics.

(5) Serves as the appellate body for disputes regarding the interpretation or application of policies concerning student athletics. The adjudicatory decisions of this committee, including recommendations to freeze previously approved appropriations, are subject to review by only the Campus Dean, President, and Board of Trustees. Any member of the campus community may request a decision of this committee regarding student athletic activities.

(6) The Campus Dean is responsible for the approval and overall administration of the campus athletic budget, and for appropriate recommendations to the President, in accordance with Board policies and administrative regulations.

2.748 STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE

a. General

The Student Rights and Responsibilities Committee is responsible for developing and recommending the implementation of campus policies concerning student rights and responsibilities, and for adjudicating cases under its jurisdiction.

b. Composition and Tenure

(1) The Student Rights and Responsibilities Committee shall consist of four students appointed by the Student Senate and four faculty members appointed by the faculty members of the Assembly. Only one of the students may be a member of the Student Senate. One faculty member shall be appointed from the Student Personnel Service.

(2) The term of office of the student members is one year. They may be reappointed for an additional one-year term. The term of office of the faculty members is two years. They shall be appointed so that at least one-half of them continues in service each year.

c. Functions

(1) Develops campus policies, except traffic and academic regulations, regarding student rights and responsibilities and submits them to the Assembly for review and further submission with appropriate recommendations to the full campus faculty and Student Senate. After the full campus faculty and Student Senate have acted upon them, they are forwarded to the Campus Dean for his approval.

(2) Performs the functions specified in Academic Regulations (9.85) regarding alleged cheating and plagiarism or the resultant grade action as they occur. In incidents regarding final grade action, a report of the cheating or plagiarism incident will be sent to the Academic Appeals Committee for its deliberation and recommendation.

(3) Adjudicates cases involving serious disregard of college regulations as referred to it in accordance with the judicial process presented in the Handbook on Student Rights and Responsibilities.

(4) Adjudicates cases of unfair grading or discriminatory treatment as they occur.

(5) Adjudicates cases in which any student feels his college rights have been violated or his college responsibilities have been interfered with.

(6) During the academic term any student, faculty or staff member may bring in writing before the committee matters which fall under the functions above. Matters of discipline and alleged serious disregard of college regulations may be brought directly to the Committee. In cases involving academic matters, the petitioner must exhaust the avenues of review through the faculty member involved and the department chairman before bringing the case to the Student Rights and Responsibilities Committee. If the committee so desires the Academic Dean may also be requested to submit a written opinion of the case. All procedures and due process methods must be in conformity to those printed in the Montgomery College, Rockville Campus, Handbook on Student Rights and Responsibilities. After hearing the appeal, (as defined in (4) above) the Committee advises the department involved of its recommendation for action by that department, which may include changing the assigned grade.

2.749 TRAFFIC REGULATIONS AND APPEALS COMMITTEE

a. General

The Traffic Regulations and Appeals Committee is responsible for developing and recommending the implementation of traffic regulations and adjudicating appeals with the purpose of promoting pedestrian and vehicular safety, insuring access of emergency vehicles, and making the parking facilities of the campus available equitably to all members of the campus community.

b. Composition and Tenure

(1) The Traffic Regulations and Appeals Committee shall consist of two students appointed by the Student Senate, one faculty member appointed by the assembly faculty members, one staff member appointed by the Staff Senate from the Rockville Campus, and one administrator appointed by the Campus Dean. The Director of Security and Safety is a non-voting, ex-officio member who shall attend committee meetings except when the committee is hearing appeals (unless presenting information at the request of the Committee).

(2) The term of office of members shall be two years except that the student members shall serve for one year and may be reappointed by the Student Senate for a second one-year term.

c. Functions

(1) Reviews and develops traffic regulations for submission to the Assembly for its review and further submission to the Campus Dean for approval.

(2) The Traffic Regulations and Appeals Committee is empowered by the Assembly to act in its behalf as the Campus Traffic Appeal Board. Actions of this Board shall be final, except in cases where the appellant can show that the appeal was handled with discrimination or contrary to established policies and procedures. In these cases the appellant shall submit in writing all pertinent facts to the chairman of the Assembly for action by that body.

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CHAPTER III

PERSONNEL ADMINISTRATION: PROFESSIONAL PERSONNEL*

3.00 GENERAL

a. This chapter describes the policies and procedures applicable to the administration of the professional personnel of the College. Professional personnel are defined as those who are employed as full- or part-time faculty members or as members of the administration.

b. Policies and procedures pertaining to Staff personnel are included in Chapter IV.

c. Where policies are stated at the beginning of each major paragraph, they have been extracted either from the Public School Laws of Maryland or from minutes of the Board of Trustees. Procedures which follow policies have generally been formulated by the President of the College and submitted to the Board of Trustees for comment if desired.

d. Policies and procedures as contained herein include those necessary for allocating and hiring professional personnel, prescribing their duties, administering their advancement, evaluating their performance, informing them of their benefits, and terminating their employment.

3.02 AFFIRMATIVE ACTION AND NON-DISCRIMINATING POLICY (Approved by the Board of Trustees, May 21, 1974)

Montgomery Community College is an Equal Opportunity Employer and as such does not discriminate in any of its personnel policies or procedures against any employee, or applicant for employment, on the basis of age, sex, race, color, religious belief or national origin. Montgomery Community College is committed to undertaking conscious, deliberate action designed to assure equal opportunity for all employees and to make additional efforts to recruit, employ, and promote members of diverse groups as well as groups formerly under-represented at the various levels of responsibility who are qualified or who may become qualified through appropriate training or experience. It is the goal of the College to encourage all employees to realize their fullest potential, to assist them to function more effectively, and to reach levels of performance commensurate with their abilities and ambitions.

3.03 SALARY PLACEMENT OF PROFESSIONAL PERSONNEL (Approved by Board of Trustees with adoption of the FY1976 Operating Budget, 1/21/75)

Efforts are made in employing personnel for vacant or new positions to employ at the most economically feasible rate of salary after careful consideration of all the factors involved. In general,preference should be given to persons who are competent but who may be placed at the most economically feasible salary rate (e.g. the first or second step of the salary schedule). (See also paragraphs 3.053, 3.115, 3.155.)

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*The policies in this chapter were adopted originally by the Board of Trustees in resolution 379-67, June 29, 1967. Most have since been modified.

3.07 FACULTY STATUS OF ADMINISTRATORS (Approved by the Board of Trustees, June 3, 1974)

3.071 ACADEMIC RANK

a. A faculty member who is appointed to an administrative position from the faculty of the College shall retain his academic rank as a member of the faculty of Montgomery Community College.

b. An administrator may qualify to teach or may offer prior teaching and relevant preparation and experience for appropriate consideration and become eligible for academic rank. Subsequently, after review and the recommendation of the department chairman and others normally involved (such as those faculty representative committees and administrators who make recommendations regarding academic rank), the administrator may be granted academic rank by the President.

3.072 RETENTION OF TENURE

If a tenured member of the faculty is appointed to an administrative position, such tenure will be retained when the person is subsequently reappointed to a faculty position.

3.073 PART-TIME TEACHING

An administrator may teach in a department at Montgomery Community College, without additional compensation, provided that all of the following conditions are fulfilled:

a. The person is qualified to teach the particular course(s); and

b. The chairman of the appropriate department concurs; and

c. The administrator's immediate administrative supervisor concurs and indicates that such activity will not interfere with the adequate performance of administrative duties; and

d. The President of the College approves the request to teach. An annual report will be sent to the Board of Trustees in September each year, indicating which administators taught and what courses each taught during the previous fiscal year.

3.074 REASSIGNMENT TO FACULTY POSITION

If an administrator should not continue in an administrative position, then the person either (1) may assume a full-time position with the faculty of the College, if the administrator has a faculty contract and is on tenure; or (2) may become eligible for a faculty contract, if the administrator has not been issued such a contract, provided that in the latter case, (2) above, all of the following conditions are fulfilled:

a. The appropriate department chairman and appropriate administrators review and make a recommendation to the President for an appointment to a faculty position; and

b. A faculty position is or can be made available without resulting in the removal from a position of any tenured full-time faculty member or any probationary full-time faculty member who has more service at the College than the administrator; and

c. The President approves; and

d. A faculty contract with appropriate probationary conditions is issued to the administrator, if the administrator has not already been issued a faculty contract.

3.08 REASSIGNMENT OF ADMINISTRATORS TO NON-FACULTY POSITIONS (Approved by the Board of Trustees, June 3, 1974)

3.081 REASSIGNMENT TO ANOTHER ADMINISTRATIVE POSITION

Should it become necessary or desirable, the President may reassign an administrator to another college administrative position for which the person is qualified, after approval by the Board of Trustees. When so reassigned, the salary of the affected person will be based upon the approved salary schedule for that position and normally will not be reduced below the salary hitherto paid at least for the remainder of the fiscal year in which the reassignment takes effect, except as noted in Section 3.062, "Salary Reductions Related to Insufficient Funds," foregoing.

3.082 REASSIGNMENT TO A STAFF POSITION

Should it become necessary or desirable, or should an administrator request, the President may reassign an administrator to a staff position for which appropriately qualified. A staff position is any position other than a faculty or administrative position. When so reassigned, the salary of the affected person will be based upon the approved salary schedule for the position to which the individual is reassigned and normally will not be reduced below the salary hitherto paid for the remainder of the fiscal year in which the reassignment takes effect, except as noted in Section 3.062, "Salary Reductions Related to Insufficient Funds," foregoing.

3.11 ALLOCATION, HIRING, AND SALARY SCALE PLACEMENT FOR FULL-TIME FACULTY

3.111 POLICY

The Public School Laws of Maryland, Article 77A, Section 1, subparagraph C, make the President of Montgomery College responsible for recommending the appointment by the Board of qualified faculty. (See also paragraph 7.241c).

3.112 GENERAL PROCEDURES

The College President has the overall responsibility for coordinating the allocation of positions; recruiting; assessing for salary placement; determining qualified applicants; and developing final recommendations to the Board of Trustees for employment of full-time faculty, librarians, student personnel staff, nurses, instructional aides, and consultants. To assist him in developing his recommendations, the campus deans submit their recommendations to him.

3.113 ALLOCATION

Department chairmen submit their requests for allocations to the division chairmen or Academic Dean during the budget development period. Requested allocations are based on anticipated departmental enrollment. The Academic Dean on the Rockville Campus and the division chairman on the Takoma Park Campus coordinate the requests of their offices and forward them with an evaluation to their respective campus dean, taking into account interdepartmental needs and new programs. The campus dean forwards his recommendations to the President for approval during the budgetary process. The approved budget contains the allocations.

3.114 HIRING PROCEDURES

a. Recruitment

The procedure of interviewing and appointing faculty members requires a great amount of time and effort on the part of a number of people. The primary responsibility for recruiting rests with the campus where there is a vacancy to be filled. It is the combined responsibility of the campus dean, academic dean or division chairman, and department chairman to work as a team in the recruitment of new faculty. When appropriate, the campus dean and associate dean of students work as a team in recruiting student personnel staff. Sources of recruitment are as follows:

(1) Personal recommendations from colleagues in other institutions.

(2) Recommendations from colleagues within Montgomery College.

(3) University placement agencies.

(4) Communications to other universities giving details of vacancies.

(5) Self referrals.

(6) Commercial placement agencies.

(7) Notices in professional journals.

b. Application

(1) Application forms for prospective faculty positions are normally mailed to the individual from the office of the Dean of Faculty upon request from those involved in the recruiting process.

(2) Applicants for positions with Montgomery College file a written application, MC Form 3.114b, with the Office of the Dean of the Faculty. That office acknowledges receipt of the application and forwards the original directly to the chairman of the department on the campus where the applicant desires to teach. A copy of the first page of the application is sent to the corresponding department on the other campus.

(3) When an applicant has indicated several fields of competency, the department in the preferred area will receive the original application, and departments representing all other areas will receive a copy of the first page of the application.

(4) Department chairmen screen the application forms and eliminate applicants who are obviously unqualified. Further screening for possible interviews is accomplished by the department chairman in consultation with various members of the department.

(5) From the remaining applicants, the department chairmen select the most promising prospects. In reviewing the applicants, consideration should be given to:

(a) The candidate's academic record.

(b) The applicant's teaching and creative ability (including his effectiveness in advising students). When a candidate has no teaching experience, consideration should be given to the likelihood of his superior performance in this area, much of which might be based upon the recommendation of his professors at the respective graduate or undergraduate institutions.

(c) Confidential statements from persons who know the candidate well. Such statements are an effective means of providing valuable information about the individual's general acceptance as a teacher. The statements should be included in the personnel folder of the applicant.

(6) If the department chairmen, the division chairmen, or academic dean determine that the candidate is a finalist, then the department chairman having the original application contacts the applicant for interview and possible employment. The department chairman having a copy of the original application is asked to secure the original before contacting the person. Each copy will have stamped on the front page a note that it is a duplicate and who has the original.

(7) If the candidate is from an area of great distance, the College incurs the expense of travel if budgeted funds are available.

c. The Interview

While on campus, the candidate is interviewed by the department chairman. Further interviews, as desired, are held with the division chairman and the campus dean. In considering the qualifications of the candidate, they should be guided by the criteria that is used to determine tenure and promotion within the faculty. When possible, the department chairman introduces the candidate to other members of the department. During the interview, the following are some of the topics to be discussed:

(1) Philosophy of the community college

(2) Philosophy, objectives, programs,and uniqueness of Montgomery College

(3) Primary responsibility teaching, not research publications, but responsibility exists for keeping abreast of developments within the profession

(4) Faculty advising

(5) Conditions of employment as contained in the contract

(6) Rank and tenure

The candidate will be made aware by the department chairman of the procedures by which initial rank is determined. It should be emphasized that the final recommendation is made by the Subcommittee on Contracts, Rank and Tenure. (See also paragraphs 3.118 and 3.323.)

(7) Salary and fringe benefits

(8) Teaching and related load

(9) Appropriate course assignments

(10) Organizational setting of Montgomery College

(11) Possible evening assignment as part of total faculty load

(12) Campus assignment and possible travel between campuses

(13) Candidate's willingness to accept all of the above

(14) Future plans of candidate

(15) Discussion of candidate's philosophy of education, background, and qualifications for the position

(16) Interest in innovation and experimentation, especially in the use of new media, techniques, and teaching aids

d. Completion and Review of all Papers Required of the Appointee

Upon the completion of the aforementioned interviews and the necessary consultations between concerned parties, the chairman of the department involved should submit in writing his recommendation to the supervisor who, in turn, provides recommendations in writing to the campus dean. The recommendations of the department chairman and his supervisor should state the proposed rank and salary (see paragraphs e and f below) and should indicate whether the appointment is viewed as temporary or regular. The dean of the campus then makes a written recommendation to the President of the College. The recommending packet will include:

(1) Completed application

(2) A minimum of three letters of recommendation

(3) An official transcript of all credits claimed which must not be issued earlier than six months prior to employment

(4) Recommendations from department chairman, division chairman, and Campus Dean

(5) Proposed rank and salary forms

The President is responsible for recommending faculty appointments to the Board of Trustees.

3.115 PLACEMENT PROCEDURE

The campus deans are responsible, within approved guidelines, for final determination of the appointment, length of probation, and justification of the placement of a faculty member on the appropriate scale and step of the faculty schedule (see also paragraph 3.03). Final decision is vested in the President in any appointment situation wherein special circumstances make it advisable to hire at a step higher than permitted by paragraph 3.116 below. Where there are no special circumstances, the decision of the Campus Dean is included in a letter to the appointee from the Campus Dean as part of the recommending packet (sub-paragraph d (4) above), sent through the College President for signature on the contract and for subsequent mailing of the packet. The letter should indicate that the contract and other pertinent forms are to be returned to the appropriate Campus Dean. After receipt of the signed contract and employment forms from the prospective faculty member, the Campus Dean notifies the Director of Personnel to prepare and process a Personnel Action. (See also paragraph 7.311). If the case involves special circumstances, approval of the President is required prior to preparation of the appointment letter and contract. Subsequently, the foregoing procedure is followed. Completed contracts are forwarded to the Administrative Vice President for retention in the central files of the College. (See paragraph 3.75.)

3.116 INITIAL PLACEMENT ON THE EVALUATION SALARY PLAN

a. Initial placement will be based upon the following criteria:

(1) Degrees

(2) Years of related experience

(3) Evidence of previous teaching excellence or other relevant abilities

(4) Professional status in the specific discipline (research, publications, advanced studies, activities in professional associations, etc.)

b. Determination of placement is made by the department chairman with the concurrence of the Dean of the Faculty and the campus dean concerned.

c. Normally a new faculty member enters only on grade I or grade II at a salary no higher than that of step 9 of grade I.

3.117 PREPARATION OF LETTER, CONTRACT, AND OTHER EMPLOYMENT FORMS

When the President has approved the recommendation to employ the candidate as a member of the faculty, the recommending memoranda and applicant's folder are returned to the campus dean concerned. The campus dean's office will prepare the contract and hiring letter for the President's signature, including length of contract year, salary placement, department, campus, effective date, position number, and any contingencies. The President, by facsimile stamp, affixes the signature of the Chairman of the Board of Trustees. After the President personally signs the contract and letter, they are returned to the campus dean's office for mailing with the packet of employment materials, which include:

a. Letter offering employment

b. Contract

c. Required Forms for New Employees (instruction sheet)

d. Verification of previous employment forms

e. Information concerning the retirement system and enrollment form

f. Memorandum re "Tax-Sheltered Annuities"

g. Certificate of Health Examination form (See paragraph 7.90)

h. Brochure on Group Insurance Plan with enrollment card and refusal card

i. Employee's Withholding Exemption Certificate (W-4)

j. Payroll Deduction Authorization for summer savings program

k. Payroll Deduction Authorization for Credit Union savings

l. Employee's Request Regarding Series E Bonds

3.118 CONDITIONS OF EMPLOYMENT (Approved by the President, December 12, 1974)

a. General

(1) At the time of appointment of a new faculty member to a faculty position, the administrative terms and conditions of every appointment will be stated in writing; be in the possession of the appointee; and be available to the department chairman, the campus dean, and the President. Any subsequent extension or modification of an appointment, or any notices incumbent on either party to provide, will be stated in writing. A copy will be given to the faculty member and made available to the department chairman, campus dean, and President. Non-tenured faculty will be informed each year in writing of contract renewal or the granting of tenure, and by the department chairman of all matters relative to eligibility for the acquisition of tenure, including criteria for salary evaluation.

(2) Faculty may be assigned duties from 8:00 a.m. to 10:00 p.m. including Saturday, except when such assignment would be in direct conflict with clearly established religious beliefs held by observant members of any denomination. The assignment of specific hours of duty will vary from semester to semester and frequently additional duties will require availability on short notice. The substance of this paragraph will be included in the terms and conditions of every appointment, which, in accordance with paragraph a, above, will be provided to each new faculty member.

b. Full-Time Regular Faculty Members (Probationary)

Full-time regular faculty members are those whose appointments are expected to continue from academic year to academic year, or its equivalent for an indefinite time. The legal terms and conditions of every appointment as a full-time probationary faculty member shall be stated in a contract, MC Form 3.118 b (11/18/74), which is applicable to all full-time probationary faculty members hired on or after August 19, 1974, as well as full-time probationary members who were hired prior to that date, and who were given a letter which stated that it was the intent of the College to furnish them with a contract document. A copy of the contract shall be given to the faculty member by the President. A sample of the probationary faculty member's contract is included on Page E 1.00 of Appendix E of this handbook.

c. Full-Time Temporary Faculty Members

Full-time temporary faculty appointments are normally made when the appointment is to be for one full academic year or less. A temporary appointment is not intended to lead to renewal of appointment or tenure, nor does it establish precedence for other teaching positions that might exist or be created. Examples of such appointments are:

(1) for temporary replacements for persons on leave;

(2) for special grants that require faculty appointment of anticipated short duration;

(3) for special short-term programs in which the College may engage from time to time as part of its regular non-grant endeavors;

(4) for other contingency types of situations of short-term nature.

The legal terms and conditions of every appointment of a full-time temporary faculty member shall be stated in a contract, MC Form 3.118 c (11/18/74). A sample of the contract is included as Page E 1.02 of Appendix E of this handbook.

3.119 COMPILATION OF PERSONNEL FILE AND NOTIFICATION OF PERSONNEL AND PAYROLL OFFICES

a. All required forms are to be returned to the campus dean's office and receipt of each form recorded in the personnel file.

b. A memorandum to the Director of Personnel from the campus dean is prepared, giving the information necessary for the personnel action. The memorandum initiates MC Form 7.352, and contains attachments as follows:

(1) Teachers' Retirement System Form

(2) Employee Benefit Plan enrollment or refusal card

(3) The following applicable withholding exemption certificates:
W-4 (Federal) VA-4 (Virginia)
MW509 (Maryland) or whatever form is applicable D-4 (DC)

(4) Two copies of acceptable proof of date of birth

(5) Health certificate (See paragraph 7.90)

(6) F-1 visa, if applicable

c. The signed contract is sent to the Office of the Dean of Administration for filing.

d. The "Faculty Initial Rank Evaluation" is sent to the Senate Sub-committee on Renewal of Contract, Rank, and Tenure. After approval by the Sub-committee and the President, it becomes part of the campus file.

e. Other materials that become part of the initial campus file are:

(1) Application

(2) References

(3) Transcripts

(4) Recommendations to employ

(5) Faculty initial rank evaluation

(6) Faculty salary evaluation

(7) Birth record

(8) Health certificate (see paragraph 7.90)

(9) Verification of employment

(10) Military discharge

(11) Copy of the personnel action

(12) Appropriate correspondence

f. Other records that are maintained in the campus dean's office are:

(1) Contract renewal and tenure cards

(2) Position control forms

(3) Departmental listing

3.14 FACULTY TENURE

3.141 GRANTING TENURE

Each new faculty member shall be placed on a period of probationary appointment subsequent to which he shall be granted continuous tenure by the President. Notification as to renewal or nonrenewal of appointment shall be given annually by the President until the end of the probationary period has been reached. (See also paragraph 3.118). The period of probationary service is two full consecutive academic years for those new faculty members who have had the equivalent of four years or more of satisfactory teaching experience in other institutions of higher education as may be approved by the Board of Trustees. For all others, the period of probationary appointment extends for four full, consecutive academic years. (For time not counted, see also 3.441b(1)(e), 3.441b(2)(d) and 3.444c.) After completion of probationary service and receipt of continuous tenure, a faculty member's appointment may be terminated only as provided below.

3.143 POLICY FOR TERMINATION AND SUSPENSION OF TENURED FACULTY

Termination of a contract of a full-time member of the college faculty shall be governed by the terms of that contract, after the President has given due consideration to the reasons for termination and after due process within the College. (Approved by Board of Trustees, January 23, 1969)

3.145 PROCEDURE FOR TERMINATION AND SUSPENSION OF TENURED FACULTY

(PAC, January 9, 1969)

The procedure for terminating the contract of a tenured, full-time member of the college faculty follows the sequence below:

a. A statement of reasons and a request for termination of contract shall be initiated to the President by the department chairman, the division chairman, the campus dean, or other appropriate persons.

b. A written notification of intention to terminate contractual relationship, including a statement of reasons, shall be made to the faculty member by or through the President.

c. A personal conference for the purpose of discussing the reasons as stated by any of the above plaintiffs will be held with the faculty member by the President or his designated representative.

   (1) If the faculty member does not appear for the conference after due written notice at least a week in advance of the conference, the President shall determine whether to proceed with the termination of services in accordance with the terms of the contract of the faculty member.

   (2) If mutual agreement is reached as a result of the conference, the contract will be terminated or extended, in accordance with the terms of the contract.

(3) If no agreement is reached and if the faculty member requests in writing to the President within one week after the above mentioned conference, a committee of the faculty shall be selected promptly to conduct a closed hearing in order to review with the faculty member the basis for the intended termination of contract and to submit a confidential written report of the findings of the committee to the President. If the faculty member does not so request the appointment of the committee, the President shall determine whether to proceed with termination, in accordance with the terms of the contract. If the faculty member opts for a committee:

(a) The committee of the faculty shall be selected by the Senate in executive session. Selections are to be based upon the objectivity and competence of the individuals, three to be selected from the full-time faculty, two to be named by the President from his administrative staff. The chairman shall be elected by the committee. No person who has been involved in, or a party to, the charges made against the faculty member shall be a member of the committee.

(b) The committee shall be charged with obtaining information, considering grounds for termination of contract, holding a hearing, and responding to the President after the hearing.

(c) A letter will be sent from the President to the faculty member listing the reasons for termination and the date of the meeting set by the committee of the faculty, said date to be at least one week after the date of the letter. Verification of receipt of this letter must be obtained.

(d) The President may attend the hearing.

(e) The faculty member shall be provided the opportunity for counsel and confrontation and questioning of witnesses; if witnesses are not available, the faculty member shall have access to signed and notarized statements and shall know the identity of the makers.

(f) All evidence shall be duly and confidentially recorded and filed in the individual's personal file. (See par. 3.75). The committee may use oral arguments, transcriptions, etc.

(g) The chairman of the committee will forward to the President within 72 hours after the meeting a confidential written report of the findings of the committee.

(h) If the committee of the faculty reaches agreement with the faculty member, the President may or may not agree to accept its findings for termination or extension of contract.

(i) If the faculty member does not appear for the scheduled hearing with the committee, the President shall determine whether to proceed with termination of the contract in accordance with the terms of the contract.

(j) The report of the committee, along with other appropriate information, shall be transmitted by the President in written form to the Board of Trustees if the faculty member's contract is to be terminated and if the faculty member appeals to the Board of Trustees.

(4) The faculty member shall be suspended by the President only if he is harmful to himself or others, or to the best interests of the College. The suspension shall be with pay unless legal considerations prevent.

d. If an appeal is made to the Board of Trustees, it will take appropriate action in accordance with the terms of the contract of the faculty member.

e. The President shall communicate notice of the final decision to the faculty member.

f. In all stages of these procedures, confidentiality shall be maintained and a public statement shall be avoided by all persons involved.

3.146 POLICY ON NON-RENEWAL OF APPOINTMENT OF NON-TENURED FACULTY (Board of Trustees Resolution No. 379-67, June 29, 1967)

a. A non-tenured faculty member shall be on probationary appointment until granted continuous tenure. As provided below, notification as to renewal or nonrenewal of the appointment shall be given annually by the President until the end of the probationary period has been reached.

b. The period of probationary appointment shall extend for four full, consecutive academic years, except that the period of probationary appointment of the faculty member, if he has had the equivalent of four years or more of satisfactory teaching experience in other institutions of higher education as may be approved by the Board of Trustees, shall be two full, consecutive academic years.

c. During the probationary period written notice regarding renewal or nonrenewal of appointment for the succeeding year shall be given by the President of the College as follows:

(1) Not later than April 1 during the first year of academic service in the College (July 1, if appointment begins in February).

(2) Not later than February 1 of the second consecutive academic year of such service (July 1, if the appointment begins in February).

(3) At least twelve months before the expiration of an appointment following two full, consecutive academic years or more in the College.

3.147 INITIATING PROCEDURE FOR NON-RENEWAL OF APPOINTMENT OF NON-TENURED FACULTY

Department chairmen are responsible for initiation and preparation of data to support a recommendation for the non-renewal of appointment of non-tenured faculty. They are assisted by the Academic Dean at Rockville and appropriate Division Chairman at Takoma Park.

a. Responsibility of the Department Chairmen relative to non-tenured faculty.

(1) Be familiar with the quality of teaching in classrooms and with the effect of an instructor's scholarship, executive ability, professional responsibility, and personality on the quality of his teaching.

(2) Observe in classrooms and confer with instructors periodically.

(3) Keep a record of observations of instructors in all areas of performance as well as recommendations that have been made for improvement.

(4) Bring to the attention of the Academic Dean or Division Chairman instructors whose quality of service is in question.

(5) Arrange for the Academic Dean/Division Chairman to observe the instructor whose services need to be improved.

(6) Arrange for a conference with the instructor before the end of the first semester, if appropriate, to communicate to the instructor that his work must improve, to indicate the areas in which improvement must be made.

(7) Continue to assist, encourage, observe, and evaluate the instructor throughout the academic year.

(8) Arrange for the final evaluation conference at which time the chairman of the department will discuss with the instructor his achievement in scholarship, teaching power, executive ability, professional responsibility, and personality.

(9) Prepare and submit, through the Academic Dean/Division Chairman, to the Campus Dean for his recommendation a record of the performance of the instructor recommended for non-renewal of contract.

b. Responsibility of the Division Chairman or Academic Dean

(1) Confer with the Department Chairman about persons whose work is not satisfactory.

(2) Become familiar with the work of instructors who are reported by department chairmen as marginal performers.

(3) Review evaluation procedures with the Department Chairman to ascertain that proper steps are being followed.

(4) Observe instructors whose work is unsatisfactory; keep record of classroom visits.

(5) Have conferences with the instructor and the department chairman, if appropriate.

(6) Confer with the department chairman concerning instructors whose contracts are not recommended for renewal; review supporting data with the campus dean to determine legal grounds for denial of tenure or non-renewal of contract.

(7) Join the department chairman in a conference with the instructor, at which time the instructor is notified about the recommendation for denial of tenure or non-renewal of contract.

(8) Review the final record prepared by the department chairman and forward to the Campus Dean with appropriate recommendations.

(9) In the event that the non-tenured faculty member concerned is a department chairman, the responsibilities listed in subparagraph a above are performed by the Academic Dean at Rockville or a division chairman at Takoma Park.

c. Responsibility of the Campus Dean

The campus dean concerned receives, maintains, and reviews all reports concerning non-renewal of appointment and/or denial of tenure for an instructor. The campus dean assures that the procedures used to terminate the services of a probationary faculty member at any time are in accordance with the policies of the Board of Trustees and the approved procedures of the College. (See also paragraph 2.702 reference involvement of the Subcommittee on Contracts, Rank, and Tenure.) The Dean is also responsible for informing a faculty member of:

(1) The President's recommendation regarding termination.

(2) His rights according to the Public Laws of Maryland and college policy and procedure.

3.15 HIRING AND SALARY SCALE PLACEMENT FOR PART-TIME FACULTY (Approved by the President, July 10, 1973)

3.151 ALLOCATION

The number of part-time faculty and related funds needed each fiscal year are estimated by the campus deans after consulting with the Academic Dean or division chairmen. The campus deans forward their budgetary recommendations to the President for approval. Within the funds allocated in the approved budget, the campus deans hire the number of part-time faculty required at their respective campuses. A part-time faculty member may be employed for either the day or evening program or both if the need for the employment is justified.

3.153 HIRING PROCEDURES

a. Application

Application procedures for part-time faculty are generally the same as those for full-time faculty. (See paragraph 3.114b.)

b. Evaluation and Recommendation for Employment

The part-time candidate's application is evaluated by the department chairman and the division chairman, or Academic Dean, who forward their recommendation to the campus dean. The campus dean may authorize the employment of the candidate.

c. Exceptional Conditions

(1) In unusual circumstances, an individual who is over 70 may be employed on the part-time faculty if the instructional program will definitely benefit from his employment.

(2) In unusual circumstances, an individual who is a non-citizen may be employed on the part-time faculty if the instructional program will definitely benefit from his employment. A non-citizen is required to forward a copy of his visa with his application.

(3) A husband and wife may not be assigned to teach in the same department and, whenever possible, they should not teach on the same campus. Further, no special consideration with regard to teaching schedules or other college assignments will be given faculty members on the basis of their marital status.

d. Completion and Review of All Papers Required of the Appointee

(1) Application - see 3.114b.

(2) Transcripts - Must include official transcripts of all credits claimed. These transcripts shall be forwarded by the institution to the campus dean.

(3) Application for Social Security Number - The Federal Insurance Contribution Act requires that all college instructors have a social security number. Any instructor not having a social security number must complete and return the form "Application for Social Security Account Number."

(4) Employee's Withholding Exemption Certificate (W-4) - Specific instructions are given on this form as to the method for claiming withholding exemptions.

(5) Employee's Maryland Withholding Exemption Certificate (MW-507), or Certificate of Non-Residence in the State of Maryland (MW-507-A), if applicable - specific instructions are given on both forms.

(6) Health Certificate - A certificate (chest X-ray, intradermal tuberculin test, or physical examination by a physician that includes a chest X-ray or an intradermal tuberculin test) is filed in the individual's personnel folder prior to his assuming duties in the classroom. If the intradermal tuberculin test is positive, a chest X-ray is required.

(7) Three letters of reference indicating professional competence, to be requested by department chairmen, based upon references cited in the application. Telephone references may be substituted for letters of reference under the following conditions:

  (a) The conversations are fully documented by memorandum,

  (b) The telephone conversation is with a department chairman, or equivalent supervisor of the faculty member being considered (not another faculty member of the department) and

(c) A synopsis of the conversation is included in the memorandum, as well as the date and name of the person with whom the conversation was held.

(8) In special cases in which a part-time faculty member is hired at the beginning of a given semester, and when there is insufficient time to obtain transcripts, references, health certificates or other required information, prior to the time classes convene, and where no other qualified part-time instructor is available for the assignment, the part-time instructor will be given six weeks in which to provide the documents specified above. If, for any reason, these documents are not produced, the part-time instructor shall not be rehired. Prior to appointing an instructor under these conditions, however, the department chairman will verify by telephone or by such other means as may be practicable, the teaching qualifications of the applicant.

e. Employment Letter

The campus dean is delegated by the President to send out the employment letter to the candidate after registration. No contractual agreement exists between the part-time employee and the College beyond the employment letter for a specific semester or summer session.

3.155 SALARY PLACEMENT AND ADVANCEMENT

a. Placement. The part-time salary schedule which applies to part-time instructors teaching regular college courses is adopted each year by the Board of Trustees when the full-time salary schedule is adopted. The Campus Dean will authorize initial placement of part-time faculty on the recommendation of the appropriate division chairman at Takoma Park or Academic Dean at Rockville. Placement on the various scales is usually determined by giving credit for each year of teaching or other appropriate educational experience and up to one-half year for each year of related experience. (See also paragraph 3.03.) General guidelines for initial placement are:

(1) One year of full-time service in teaching at the college level is equivalent to one year of experience;

(2) Thirty semester hours of part-time teaching experience are equivalent to one year; and

(3) Each two years of related educational, industrial, or research experience may be equated to as much as one year of teaching experience, depending upon the degree of relevance of the experience to the teaching assignment.

b. Load - Actual payment is based on load. The load is calculated in the following manner. For regular college credit courses, where the number of credit hours is exactly the same as the number of contact hours, the number of equivalent semester hour units will equal the number of credit hours. In those college credit courses where the number of contact hours exceeds the number of credit hours, the number of equivalent semester hour units will be equal to the average of the number of contact hours and credit hours. For non-credit courses and responsibilities the number of equivalent semester hour units will be assigned in accordance with principles analogous to those which determine the credit and rate for the regular college credit courses.

c. Advancement in Pay Grade (Approved by the Board of Trustees, FY 1975 Operating Budget, May 20, 1974)

After June 1974, when initial placement or conversion to this system has occurred, the records maintained for salary advancement will show no semesters and no credit hours accumulated. All part-time faculty will be governed by the following procedures for advancement:

(1) Acquisition of advanced degrees will not be a basis for change in grade classification. Teaching experience at Montgomery College will be the only measure for advancement.

(2) Eligibility for advancement is based on the minimum of 12 equivalent semester hours accumulated in four semesters of successful teaching at Montgomery College. A semester which can be applied toward advancement is any of the teaching sessions, including the summer term, at any credit location. Semesters of teaching need not be consecutive. In no case will more than two semesters be credited in a calendar year.

(3) Advancement will then be granted upon a favorable evaluation by the department chairman and appropriate administrators (see paragraph 3.326).

(4) Upon advancement to the next part-time grade, semesters and credit hours are then re-accumulated as in (2) above.

3.156 IDENTIFICATION CARD

The Director of Personnel is responsible for issuing, each semester, an identification card, MC Form 3.124, to all part-time faculty.

3.20 REEMPLOYMENT

3.201 POLICY

Professional personnel who have resigned without prejudice after being employed by Montgomery College, and who wish to return, may be reemployed provided a vacancy exists and provided they meet the qualifications for appointment in effect at the time of return.

3.202 PROCEDURE

a. Returning professional personnel shall be placed on the next higher step of the salary schedule in effect at the time of return provided they:

   (1) Have completed five or more years of service at Montgomery College.

   (2) Had tenure at the time of resignation.

   (3) Are reemployed within three years.

b. Returning professional personnel who had creditable experience during the period of absence shall be given credit for such experience according to the policy for newly employed persons.

c. A person who does not meet all of the above qualifications may be reemployed under the provisions of the same regulations which govern all initial employment at the time the person is considered for reemployment.

(Reverse is blank.)

3.21 DESCRIPTIONS OF FACULTY POSITIONS

Full-time faculty positions have been established with functions as indicated in paragraphs 3.210 to 3.219.

3.210 INSTRUCTOR, FULL-TIME

a. Is responsible for conducting assigned classes in accordance with catalog descriptions and stipulations of the department.

b. Assists in making course syllabi and in the selection of textbooks.

c. Teaches evening and/or Saturday classes when assigned.

d. Teaches a regular load based on 15 hours or its equivalent per semester.

e. Attends departmental and other faculty meetings as required.

f. Engages in professional development.

g. Assists in making budget recommendations.

h. Provides curriculum liaison when assigned.

i. Acts as an adviser to students or student organizations when assigned.

j. Serves on appropriate committees when assigned or elected.

3.211 PART-TIME INSTRUCTORS AND CONSULTANTS

a. Instructor, Part-time (one semester or summer session)

(1) Is responsible for conducting assigned classes in accordance with catalog descriptions and stipulations of the department.

(2) Participates, whenever possible, in departmental matters, such as meetings.

b. Instructional Consultant (one semester or less)

Assists in the instruction of a course for a brief and specific period under the direction of an appropriate faculty member.

3.212 DEPARTMENT CHAIRMEN

(See paragraphs 2.03, 2.05, and 2.58)

3.213 LEARNING RESOURCES (Approved by the Board of Trustees, November 19, 1973)

a. Because not all Learning Resources personnel perform the same tasks, the performance of all faculty in the Department of Learning Resources is described and evaluated in terms of meeting certain general objectives. Each faculty member:

(1) Performs assigned functions in the Department of Learning Resources consistent with general departmental goals and objectives in supporting the College's instructional program, students, and faculty.

(2) Performs assigned functions in the Department of Learning Resources consistent specifically with:

  (a) The individual's general job objectives within the departmental structure;

  (b) The specific objectives for the departmental tasks to which the individual is assigned in order to meet departmental goals;

  (c) A level of performance which meets the criteria for quality and quantity consistent with departmental goals/objectives.

(3) Introduces to faculty possible alternatives to ongoing teaching/learning processes and corresponding research.

(4) Exercises technical or special skills, applying effectively the technical skills for the job or the special types of knowledge necessary to job performance.

(5) Assists other faculty, as appropriate, in preparation, production, or selection of instructional materials.

(6) Assists other faculty, as appropriate, in selection of instructional hardware.

(7) Coordinates with other faculty, as appropriate, facilities, equipment and personnel for media projects.

(8) Assists other faculty, as appropriate, in the script writing, production, direction and distribution of media projects.

(9) Acquaints other faculty, as appropriate, with the potential and the limitations of the various instructional materials, media equipment and production facilities at Montgomery College through conferences, institutes, seminars and other planned activities.

(10) Follows policies and procedures of the College, the campus, and the department.

(11) Maintains standards of performance worthy of accreditation by internal or external accrediting agents.

(12) Engages in professional development.

(13) Cooperates with students and faculty in the development of Learning Center support functions.

(14) Cooperates as assigned in planning, development, and execution of programs serving the total college community.

(15) Practices good public relations and instructional support liaison with campus and college departments and the college community.

b. Performance of the professional personnel in the Department of Learning Resources is described more and evaluated specifically in the following specific objectives. Each faculty member:

(1) Assists in preparing departmental objectives.

(2) Assists in preparing task objectives for incumbent's position.

(3) Works hours designated by the campus department, including evenings or weekends when assigned, in order to meet campus and departmental needs and objectives.

(a) Serves the hours necessary to maintain the functions and schedules of the department so that it may provide the fullest possible support for faculty, students, and the community.

(b) Conducts assigned classes in accordance with the mission of the department.

(c) Keeps office hours and appointments with individual faculty and students for consultation, instruction or assistance.

(4) Assists in making budget recommendations.

(5) Submits on time

(a) Data for departmental reports or for other college or campus offices.

(b) Reports and evaluations of programs and support functions.

(c) Plans for development of departmental functions for subsequent years.

(6) Serves on appropriate college and professional committees when elected or assigned.

(7) Attends, when appropriate, professional, departmental, campus, and college meetings, and those of other groups.

(8) Acts as an adviser to students if/when assigned.

(9) Participates for professional development, in meetings, workshops, field trips, further education; keeps up with current literature in the fields of education and instructional technology.

(10) Accepts responsibility

(a) For his/her position according to the work required in the departmental area to which he/she has been assigned.

(b) For meeting his/her stated objectives for the working period by maintenance of a quantity of work commensurate with what is demanded by the task, the department, and instructional needs.

(c) For tangible planning and organizing of work in the departmental area assigned, including

1. Arranging and systematizing work load or tasks;

2. Anticipating requirements for the incumbent's job;

3. Systematizing and organizing assigned projects.

(d) For supervision and management of professional or staff services as designated, including participation in evaluation of personnel, in record keeping, and other management functions.

(e) For meeting commitments on time and adhering to scheduled hours.

(f) For carrying out assignments which
  1. Conform to existing regulations;
  2. Require interpretation of new instructions;
  3. Apply new instructions promptly.

(g) For maintaining a quality of work reflecting
  1. Accuracy;
  2. Completeness;
  3. Neatness.

(11) Communicates clearly, concisely, and in a manner resulting in mutual understanding both in speech and in writing.

(12) Reads regularly the college memoranda and is conversant with subject matter of the College catalog and bulletins, college and campus departmental functions and college governance systems.

(13) Facilitates the creation of a learning environment for students, faculty and community by spending time, in addition to the performance of regular tasks and duties, with colleagues, students, or members of the community in:

(a) Advising;

(b) Consulting;

(c) Participating in college and student activities.

(14) Fulfills responsibilities in such a manner as to reflect credit upon the campus and department appropriate to its objectives and goals by demonstrating that the incumbent:

(a) Tackles new problems;

(b) Works out solutions;

(c) Investigates ideas;

(d) Keeps up-to-date and informed about pertinent new materials or practices.

(15) Demonstrates creativity in developing new and usable techniques and innovations.

(16) Evaluates facts in making decisions.

(a) Compares and considers the results of alternative proposals.

(b) Evaluates after obtaining the facts.

(c) Makes judgments resulting from understanding the circumstances of the decision.

(d) Decides on the proper course of action and proceeds with confidence toward meeting the objective.

(17) Responds to a need for extra effort in accomplishing a task or meeting challenges requiring extra effort.

(18) Deals positively with persons inside and outside the department and responds to faculty and student requests in a timely way.

3.214 CURRICULUM LIAISON

Where possible, curriculum liaison should be related to the departmental or divisional structure and assignment. Specific functions for curriculum liaison are:

a. To teach etc. as a full-time instructor with specific assigned duties related to a particular curriculum. This, like student advising load and committee assignments, may vary from semester to semester.

b. To be responsible for assuming leadership in suggesting appropriate revisions in curriculums and matters related to student matriculation in a curriculum.

c. To be responsible in these matters directly to the Dean of Education.

d. To submit an annual report to the Dean of Education and the President.

3.215 OCCUPATIONAL PROGRAM COORDINATOR (PAC, January 28, 1970)

The program coordinator (see definition par. 6.143d) of an on-going occupational program has the responsibilities enumerated below which are beyond those in subparagraph 3.210 above. It is neither possible nor desirable for all responsibilities to be discharged during the regular academic year. Those marked with an asterisk (*) are intended to illustrate functions which might continue beyond the academic year. Additional responsibilities of the occupational program coordinator are:

a. Administrative

(1) Assumes over-all responsibility for the maintenance of high standards of education for the occupational program.

*(2) Represents the occupational program with policy-making groups and interprets the needs of the program to other college offices such as the Registrar, Takoma Park Campus; Director of Admissions and Records, Rockville Campus; Student Personnel; Learning Resources; Director of College Facilities; Dean of Institutional Research and Analysis and others, as appropriate.

(3) Develops and prepares the program budget, with Faculty, for presentation to the appropriate supervisor.

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* May need to continue beyond the academic year

(4) Maintains up-to-date files on all aspects of the program, such as reference materials, course outlines, enrollment data, etc.

*(5) Identifies Faculty for appointment, reappointment, rank, and tenure and submits his recommendations jointly with the department chairman to the appropriate administrative supervisor.

(6) Recommends an equitable workload for program faculty in cooperation with department chairmen.

*(7) Plans and assists with the orientation of new faculty.

*(8) Arranges and coordinates appropriate professional activities.

(9) Holds meetings for Faculty of the occupational program.

*(10) Participates in the survey and selection of extended campus facilities utilized in the program and develops with others, as appropriate, contractual agreements between the College and community agencies.

*(11) Represents the program at meetings and conferences outside the College.

*(12) Prepares, and submits for review, materials for publication, brochures, and the college catalog.

*(13) Recommends supplementary health, admission, grading, and other standards which pertain to the students in the specific occupational program, and implements approved recommendations.

*(14) Provides information and prepares forms for State and Federal agencies as appropriate and for participation in Federal, State, and local funding to support the occupational program.

*(15) Maintains records for program evaluation, certification, and references for graduates of the program, and coordinates with the Dean of Institutional Research and Analysis to devise procedures for program evaluation.

*(16) Prepares graduates' applications for certification or licensure examinations and applications for licensure by endorsement in other states as requested

(17) Cooperates with the registrar, department chairman, and other appropriate college offices in establishing class schedules.

(18) Keeps abreast of new developments in educational practices and in the occupational field served by the program.

*May need to continue beyond the academic year

b. Instructional

*(1) Coordinates the implementation of the instructional program, the instruction and supervision of students in the extended campus facilities, and participates in the teaching of specialized technical courses when appropriate.

(2) Participates with other faculty of the program in developing and revising the technical component of the program.

(3) Cooperates with faculty outside the occupational program in developing and revising courses which support the occupational major.

*(4) Participates with other faculty in developing and procuring learning resources and initiating new instructional techniques to support the program.

*(5) Participates with faculty and library staff in developing and maintaining adequate library facilities to support the program.

*(6) Cooperates with student personnel staff in making college services available to students.

*(7) Assists with activities designed for student and program evaluation.

(8) Functions on various college committees and activities according to institutional policy.

*(9) Maintains and sets up equipment and supplies.

*(10) Receives and verifies equipment and supplies.

c. Liaison

(1) Encourages individual membership and participates in related professional organization activities.

*(2) Accepts speaking assignments to interpret the program to community groups.

*(3) Participates with the student personnel staff and other groups in recruitment, admission and counseling to specific programs.

(4) Continues working closely with members of the advisory committee, assisting the chairman with agenda and serving as secretary to the committee.

(5) Orients staff in extended campus facilities to the occupational program and the agency's role in the program.

* May need to continue beyond the academic year

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*(6) Maintains effective working relationships and consults with staff in community agencies to cooordinate efforts concerned with curriculum planning, reviewing, clarifying or adjusting operational policies to meet program objectives.

(7) Provides liaison with staff in colleges and universities to promote articulation between the associate degree program and continuing education.

*(8) Participates with community and professional groups such as Health Careers Councils in efforts to meet manpower needs and other activities related to the occupational program.

Miscellaneous

*(1) Prepares annual reports and other reports as requested by the College and other professional, legal, or grantor bodies.

*(2) Interviews applicants to the program and recommends their admission.

*(3) Responds as appropriate to inquiries and correspondence concerning the program directed to the College.

*(4) Participates in the registration and advisement of students in the occupational program.

*(5) Coordinates the summer program and the instruction and supervision of students in the extended campus facilities.

*(6) Assists with other faculty in counseling of students and serves as adviser to students in the occupational program.

3.216 ADVISER

Teaches as a full-time instructor with the responsibility of advising assigned students in the selection of courses with an appropriate curriculum.

(This, like curriculum liaison work and committee assignments, may vary from semester to semester.)

3.217 COUNSELOR (Approved by the Board of Trustees, November 19, 1973)

a. Teaches a part-time load in the area of college orientation courses as assigned and performs the following teaching-related duties:

(1) Conducts assigned classes in area of employment in accordance with the catalog description and the stipulations of the department.

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* May need to continue beyond the academic year

(2) Holds every scheduled class, including the final examination, except for emergency situations, the full scheduled number of minutes in the room assigned by the appropriate administrator.

(3) Helps in the making of necessary course syllabi and in the selection of textbooks.

(4) Teaches evening classes as part of regular departmental load when assigned.

(5) Maintains standards of teaching worthy of accreditation.

(6) Seeks out through professional societies, meetings, and workshops and the current literature of the field means of improving instruction.

(7) Adjusts, insofar as possible, teaching methods to student needs.

(8) Acts as adviser to students assigned by the Campus Dean or his designee:

(a) On programs of study and curriculum;

(b) On personal problems that affect success in College;

(c) On course problems.

(9) Submits on time to the campus registrar:

(a) Mid-term grades on appropriate cards or forms;

(b) Final grade reports at end of semester on appropriate cards or forms.

(10) Submits to the Campus Dean or his designee:

(a) A copy of the final examination;

(b) A copy of the form, "Summary of Course Content," syllabus, or other materials such as reading lists or assignment sheets.

(11) Posts and holds regularly scheduled office hours with a provision for seeing students at other times by appointment.

(12) Reports office hour schedules to the Campus Dean.

(13) Attends all scheduled and special faculty meetings and meetings of other groups to which assigned (e.g., department, division, committees).

(14) Functions in faculty and other college committees, assuming responsibility for attendance and for an equitable share of the work, including the taking and proper dispersal of minutes and the chairing of committees.

(15) Acts as faculty sponsor or chaperon for student activities, intramural athletic activities and intercollegiate athletic teams (if requested and as appropriate).

(16) Reads regularly the College memoranda and other material for currency and professional development.

(17) Provides, as a professional person, the best possible learning environment to the students of the College, spending, in addition to instructional time, a major part of his/her time available to students and colleagues for advising, consulting and participating in various student and college activities.

b. Serves day or evening under the direct supervision of the Campus Associate Dean of Students and performs the following counselor duties:

(1) Conducts interviews with prospective students for the purpose of program planning.

(2) Holds interviews with the students who are members of their Freshman Seminar classes.

(3) Assists students seeking information and guidance.

(4) Refers students to appropriate campus or community resources in accord with his professional judgment.

(5) Interprets test scores and, where appropriate, prepares profiles of the results for students.

(6) Provides career and occupational information.

(7) Counsels with students who are changing career goals and curricula.

(8) Processes letters of recommendation concerning counselees for employers and other colleges.

(9) Responds to inquiries concerning questions about admissions and programs.

(10) Participates in research and evaluation projects pertinent to student services programs.

(11) Acts as liaison with high schools and other community groups by participating in college nights, PTA programs and articulation meetings.

(12) Serves as a liaison between student services staff and specific academic departments.

(13) Works with other faculty members to promote the welfare of individual students.

c. Performs other related student services functions under the direction of the Campus Associate Dean of Students and in cooperation with other appropriate or designated faculty, staff, and administrators such as:

(1) Financial Aid

(2) Placement

(3) Transfer

(4) Student Activities

(5) Admissions

(6) Registration

(7) International Student Advising

(8) Testing and Study Skills

3.218 LIBRARIAN (Approved by the Board of Trustees, November 19, 1973)

a. Plans and implements library programs and services as required to meet the needs of the college community.

b. Cooperates with other faculty in the development of the library as a learning center.

c. Provides as a professional person, the best possible learning environment to the students of the College and maintains standards of librarianship worthy of accreditation.

d. Conducts library instruction and performs those duties assigned by the department chairman in accordance with the programs of the department.

e. Participates in the selection and organization of all library materials and assists in making budget recommendations.

f. Adjusts, insofar as possible, library instruction and operation to student, faculty, administration, and staff needs.

g. Seeks out through professional societies, meetings, workshops and current literature means of improving library operations and service.

h. Maintains a library schedule as designated by the department chairman.

i. Makes appointments with individual students for instruction or assistance in library research.

j. Prepares reports for evaluation of programs and services including plans and development.

k. Submits reports and data to administrative offices as appropriate.

l. Cooperates in maintaining a program of display, publication, and public relations for library services and operations.

m. Attends all scheduled and special faculty and departmental meetings and meetings of other groups to which assigned (e.g., department, division, committees).

n. Functions in faculty committees, and college sponsored activities as requested and appropriate.

3.219 CLINICAL ASSOCIATE FACULTY (PAC, November 24, 1971)

a. Clinical Associate Faculty are those part-time instructors who are furnished by and teach at various clinics contractually associated with an allied health curriculum offered by Montgomery College.

b. Clinical Associate Faculty are authorized to be listed at the end of the faculty section in the college catalog. They will be listed without academic rank but with the name of the affiliated institution and the college curriculum with which involved. Names and pertinent data to be included will be submitted in writing by the cognizant campus dean to the office responsible for development of the catalog.

3.22 DUTIES OF THE FULL-TIME TEACHING FACULTY (Approved by the Board of Trustees, October 15, 1973)

The duties of the full-time teaching faculty are as follows:

a. Conduct assigned classes in area of employment in accordance with the catalog description and the stipulations of the department.

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b. Hold every scheduled class, including the final examination - except for emergency situations - the full scheduled number of minutes in the room assigned by the appropriate administrator.

| c. Help in the making of necessary course syllabi and in the selection of textbooks.

d. Teach evening classes as part of regular load when assigned.

e. Maintain standards of teaching worthy of accreditation.

f. Seek out through professional societies, meetings, and workshops and the current literature of the field means of improving instruction.

g. Adjust, insofar as possible, teaching methods to student needs.

h. Act as adviser to students assigned by the Campus Dean or his designee:

   (1) On program of study and curriculum.

   (2) On personal problems that affect success in College.

   (3) On course problems.

i. Submit on time to the campus registrar:

   (1) Mid-term grades on appropriate cards or forms.

   (2) Final grade reports at end of semester on appropriate cards or forms.

j. Submit to the Campus Dean or his designee:

   (1) A copy of the final examination.

   (2) A copy of the form "Summary of Course Content," syllabus, or other materials such as reading lists or assignment sheets.

k. Post and hold a minimum of three regularly scheduled office hours per week; with a provision for seeing students at other times by appointment.

l. Report office hour schedule to the Campus Dean.

m. Attend all scheduled and special faculty meetings and meetings of other groups to which assigned (e.g., department, division, committees).

n. Function in faculty and other college committees, assuming responsibility for attendance and for an equitable share of the work, including the taking and proper dispersal of minutes and the chairing of committees.

o. Act as faculty sponsor or chaperon for student activities, intramural athletic activities, and intercollegiate athletic teams, (if requested and as appropriate).

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p. Read regularly the college memoranda and other material for currency and professional development.

q. Provide, as a professional person, the best possible learning environment to the students of the College, spending, in addition to instructional time, a major part of his/her time available to students and colleagues for advising, consulting, and participating in various student and college activities.

3.23 DUTIES OF PART-TIME FACULTY

The duties of the part-time teaching faculty are as follows:

a. Conduct assigned classes in area of employment in accordance with the catalog description and the stipulations of the department.

b. Participate, whenever possible, in departmental and campus meetings of a professional nature.

c. Hold every scheduled class, including the final examination, the full scheduled number of minutes in the room assigned by the campus registrar. For absences, see paragraph 3.41.

d. Maintain standards of teaching worthy of accreditation.

e. Seek out through professional societies, meetings and workshops, and the current literature of the field, means of improving instruction.

f. Adjust, insofar as possible, teaching methods to student needs.

g. Submit, on time, to the registrar:

   (1) Mid-term grade reports.

   (2) Final grade reports at the end of the semester.

h. Submit to the division chairman (Takoma Park) or department chairman (Rockville):

   (1) A copy of the final examination

   (2) A copy of the syllabus, or other materials such as reading lists or assignment sheets.

i. Pick up mail from assigned mailbox before each scheduled class.

3.24 TEACHING LOAD AND RELEASED TIME (Approved by the President, March 4, 1975)

3.241 GENERAL

a. Background

There are no hard and fast rules nor any precise mathematical formula for calculating faculty teaching loads. As a rule of thumb, suiting the largest number of cases, 30 semester hours per academic year (or 15 semester hours per semester), or their equivalent,are considered as an equitable and standard load. This is regarded as a rule of thumb only, however, since the actual load may be modified by any one of the following factors: an emergency might make it necessary during one semester or another to assign a faculty person to more than or less than 15 semester hours but an offset to balance out to 30 semester hours total for the academic year should be arranged the following semester; often the semester-hour basis is not an equitable reflection of load, and factors of classroom hours per week and student contact hours per week are introduced. In the case of classroom hours per week, 18 or 20 or even 22 may be generally considered reasonable regardless of the number of semester hours. In the case of student contact hours per week, there is no rule of thumb maximum except as the load seems to be "excessive" in relation to those of other faculty members. In addition to their classroom load, faculty are expected to maintain office hours to see and consult with students outside of class, to participate on committees, to prepare material for class, to correct papers, to keep abreast of professional literature and developments in their specialized fields, and to represent the College in various activities and services such as the College Speakers Bureau. In the case of coaching and special assignments, 50 clock hours represent one equivalent semester hour of teaching load.

b. Definition of Released Time (Approved by the Dean of Administration, (acting for the President in his absence) July 26, 1972.)

"Released time" is a term applied to the amount of load deducted from the regularly assigned duties of an individual in order to enable him to carry out other responsibilities which are not directly related to his regular assignment, but which are a part of or related to institutional programs and objectives or which are otherwise in the best interest of the institution.

c. The authorizations for released time noted in subsequent paragraphs are maximums; exact authorizations each fiscal year are dependent upon funding. For coaching and special assignments, see paragraph 3.246.

3.242 CHAIRMEN

a. The Chairman, College Faculty Senate; members of the Faculty Senate; and the chairmen of the campus assemblies shall have these assignments considered in calculating their college work loads. Chairmen of certain all-college committees are also granted released time.

(1) Members of the Faculty Senate, except the Chairman, shall teach one-fifth to one-fourth less than their usual teaching loads; the Chairman shall be relieved of one-half to three-fourths of his teaching responsibilities. (Approved by the President, 11/17/69)

(2) Chairmen of standing all-college committees shall be full-time faculty members elected by the members of the committees. The Chairmen of the Curriculum Committee, Academic Regulations Committee, and Committee on Professional Status shall teach one-fifth to one-fourth less their usual teaching load. (Approved by the President, 11/17/69)

(3) The Chairman of the Subcommittee on Contracts, Rank, and Tenure is authorized 6 hours released time each semester. (Approved by the President, 5/23/72)

(4) Assembly Chairmen are authorized 6 hours released time each semester. (Approved by the President, 11/17/69)

b. By Board Resolution 70-31, March 23, 1970, department chairmen normally were authorized up to six equivalent semester hours of released time per academic year. In unusual circumstances, more than six equivalent semester hours were authorized. All released time is contingent upon the availability of funds for such purpose. The President has delegated to the campus deans the authority and responsibility for implementing the provisions of this paragraph. Normally, each campus authorizes an initial maximum of three hours with released time beyond that amount being granted only with detailed written justification. Where possible, departmental projects are accomplished during the summer.

3.243 HONORS PROGRAM (PAC, April 27, 1972)

The following criteria will apply in determining released time for those who participate as instructors in The Honors Program:

a. When honor tutorials have fewer than eight students enrolled, the faculty member involved will receive credit and load adjustment after eight students have been taught incrementally.

b. When honors seminars have at least six students enrolled, the faculty member will receive credit for load adjustment at that time.

c. No seminars will be offered with fewer than six students; any offerings less than six will be considered as tutorials or not be offered that semester.

d. Credit accumulated under the previous system for released time will count and be adjusted appropriately to the new system by appropriate campus administrative staff.

e. No compensatory time will be allotted for development of individual new courses, honors or otherwise.

3.244 NON-CREDIT PROGRAMS

Starting with the fall semester of 1968, each full-time faculty member engaged as a coordinating project director and instructor in an extended non-credit program which has been repeated at least twice has had that program calculated into his teaching load if the program is a current one being taught on a continuing basis. (See also paragraph 6.409.)

3.245 PROGRAM SPONSORS, DIRECTORS, COORDINATORS

a. Program sponsors and/or Program directors (see definitions in paragraph 6.142) are responsible for the three-phase development of a new curriculum. These phases are described in the Program Development Sequence published by the Office of the Dean of Education. Sponsors are authorized released time as follows:

Phase I - 3 hours
Phase II - 3 to 6 hours
Phase III - 3 to 6 hours

This formula is related specifically to the three phases of the program development process and not to the duration of time (number of semesters) consumed in completing each phase. The actual number of hours will be determined as a result of weighing the variables involved in each case such as: the number of semesters to be included in each phase of development; the nature and extent of the required developmental activities; the availability of curriculum guidelines or models; the intricacy of the equipment, space, or staffing problems; the need for visitations, consultants, and professional conferences; the need to explore complicated publicity; and the number of new courses to be developed. In each case, the period of released time will be for a single semester with any extension dependent upon progress reports to the Campus Dean and the Dean of Education on the success attained to date and the schedule of development activities proposed for the following semester. (PAC, April 7, 1970)

b. A program sponsor, as discussed in subparagraph 3.245a above, might, if qualified, continue his program development responsibilities as a program coordinator through Phase III of the program development sequence. Coordinators, whether or not previously engaged in the development of a specific program are entitled to the released time specified above for Phase III. (PAC, April 7, 1970)

c. Coordinators of on-going occupational programs have specific additional functions as listed in paragraphs 3.216 and 6.147. They are provided released time and/or extended contracts to satisfy the extra demands made upon them. In many cases 3 hours released time during an academic year will be sufficient. Normally, occupational program coordinators for curriculums having laboratory facilities and, therefore, equipment and supplies, or coordinators for programs with clinical experiences and, therefore, off-campus supervision and affiliations and/or certification requirements, are authorized a maximum of 6 hours of released time each semester. Additional reduction of the teaching load (increase in released time) is possible as warranted by consideration of each program individually. Recommendations for teaching load will take into account the stage of development of the program (see guidelines for released time in program development), and such quantitative factors as:

Number of faculty in the department
Number of students enrolled in the program
Number of off-campus facilities
Extent of laboratory courses

(PAC, January 28, 1970)

3.246 COMPENSATION FOR COACHING AND SELECTED EXTRA-CURRICULAR ACTIVITIES (Approved by the Board of Trustees, September 16, 1974; effective July 1, 1975)

a. Assignments applicable to coaching, inter-collegiate and intramural athletic activities of the College, and assignments applicable to the performing arts productions of the College will be made a part of the regular teaching load of the College, thereby eliminating such assignments as released time.

b. Compensation for these assignments will be computed on the basis of the Board approved part-time salary schedule of the College, by the formula which follows, designating the hours allocated to each category of activity to which such assignments will apply and upon which the compensation will be computed:

COACHING COMPENSATION
HOURS ASSIGNABLE
BY
CATEGORY OF COACHING ACTIVITY

Category	Equivalent Semester Hours Allocated	Equivalent Semester Hours Credit for Teaching Load *+	Equivalent Semester Hours Credit for Cash Compensation *
A	8	3	5
B	5	2	3
C	3	2	1
D	3	3	0
E	2	2	0

The following coaching activities are assigned to the categories indicated:

A. Football (Head Coach), Men's Basketball, Baseball, Track, Wrestling, Soccer, Intramurals (Rockville).

B. Football (First Assistant), Men's Tennis, Golf, Swimming.

C. Women's Basketball, Women's Hockey, Football (Second and Third Assistants), Women's Volleyball, Women's Tennis, Gymnastics, Cross Country, Baseball Assistant, Soccer Assistant, Track Assistant, Basketball Assistant, Intramurals (Takoma Park).

D. Director, Choreographer, Conductor, Scenic Designer.+

E. Lighting Designer, Production Manager.+

*Limitation: No individual athletic coach may receive more than four equivalent semester hours of teaching load credit, nor six equivalent semester hours of monetary compensation per fiscal year through multiple coaching assignments. If enrollments in the physical education department result in less than a full teaching load for the faculty, the campus dean may assign teaching load credit to the affected faculty in lieu of cash compensation, in which instance the aforementioned limit of four equivalent semester hours teaching load credit would be waived.

+Limitation: No more than a total of 30 equivalent semester hours at the Rockville Campus or 12 equivalent semester hours at the Takoma Park Campus may be assigned for all coaching activities in Categories D and E during the academic year. Within this total number of hours granted for music and dramatic productions, the campus dean may approve assignments adjusted by the Academic Dean or the division chairman to reflect needs based on the actual productions selected (each production typically requires a different distribution of coaching activities). Similar to the limitation with the athletic coaches, no individual may receive more than five equivalent semester hours teaching load credit in any semester.

Modification 125, March 14, 1975

3.25 COMMITTEE OBLIGATION

a. Members of the faculty are assigned to standing committees through specific provisions for the governance of the College. Each individual is expected to accept his responsibility for attendance at regular and special meetings and for carrying on his share of the work. All members of a committee are expected to attend each meeting unless excused by the chairman of the committee.

b. Minutes of all committee meetings are taken, either by an appointed secretary or by members, and distributed to all full-time faculty, except where other stipulations have been made.

c. In April or May, when notified, the chairman presents to the President, or other officially designated person, a written report of the activities of his committee.

3.26 ADVISING

Advising responsibilities will be added to the duties of some full-time instructors as part of their total load. This assignment may vary from semester to semester.

3.27 CURRICULUM LIAISON

Curriculum liaison assignments, like advising and committee assignments, may vary from semester to semester. The instructor assigned to curriculum liaison will be responsible to the Dean of Program Development for this assignment. He shall carry out the details of his assignment as it is described in the "Description of Faculty Positions."

3.28 CONFLICT OF INTEREST

3.281 GENERAL POLICY

The following policy on conflict of interest and related matters was adopted by the Board of Trustees, Montgomery College, in Resolution 532-62, November 19, 1962 and reaffirmed on June 29, 1967. This policy supersedes all existing policies pertaining to this matter and covers all employees of the College.

"No employee of the Board of Trustees of Montgomery College shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities."

3.282 OUTSIDE EMPLOYMENT

a. General

(1) Employees shall not at any time engage in any employment that would affect their usefulness as employees in the system, would compromise or embarrass the College, would adversely affect their employment status or professional standing, or would create a conflict of interest.

(2) Employees shall not engage in work of any type where the source of information concerning customer, client, or employer originates or results from any information obtained from the College.

b. Faculty

Faculty may not engage in any other employment or in any private business that conflicts with the assignment of duties at Montgomery College. Faculty may be assigned duties from 8 a.m. to 10 p.m. including Saturday. Since the assignment of specific hours varies from semester to semester and the additional duties frequently require availability at short notice, all outside employment must first be cleared with the appropriate campus dean. (See also paragraph 3.118.)

c. Administration

Employees on the administrative salary schedule shall not engage in other gainful occupation except that such employees, with prior approval of the President, may engage in appropriate teaching or consultative duties and in the writing of articles and books of a professional or literary nature, provided such teaching or consultative activities or writing do not interfere with their contractual duties. In certain hardship cases, the President may grant exceptions on a temporary basis.

d. Responsibility

It is the responsibility of the appropriate campus dean to see that employees under his authority do not engage in other activities.

3.283 GIFTS AND OTHER EMOLUMENTS

No employee may solicit or accept directly or indirectly any gift, gratuity, or favor that has substantial economic value or that might reasonably be interpreted by others as being of such nature that it could affect his impartiality.

3.284 ENDORSEMENT (Approved by the President, November 21, 1974)

a. No employee of the College will recommend for college use any product or service furnished by a firm in which the employee has a financial interest that would be enhanced as a result of such recommendation.

b. No employee of the College will cause, permit, or assist any firm, organization, or individual to circularize or distribute through the College any commercial material of a purely advertising nature unless it relates to potential purchases in support of college programs or operations. However, college bulletin boards, with the permission of the supervisor responsible for each particular bulletin board, where applicable, may be used by college personnel, including students:

(1) For the advertisement of personal items, rentals or services; or

(2) To bring to the attention of college personnel commercial items or services believed to be to their benefit.

The College takes no responsibility for items thus posted on bulletin boards, and respective supervisors reserve the right to clear bulletin boards at appropriate intervals.

c. No college employee shall be involved on the college premises in any commercial venture which involves the solicitation, acceptance of orders for, or the delivery of any commercial product or services unless all of the following apply:

(1) The commercial venture is for the benefit of the College or for a project that is sponsored by a "recognized" group or organization. "Recognized" groups or organizations are those which have approved charters on file with the Campus Director of Student Activities or which have been duly authorized by the President.

(2) The conduct of the commercial venture is approved in writing by the Campus Dean, the Dean of Administration, or the Dean of Education, as appropriate.

(3) The procurement of the product or service is covered by either a written agreement between the College and the vendor or a purchase order issued by the Director of Procurement.

(4) Any profits and/or commissions will become the property of Montgomery College.

(5) No rebates, commissions, gifts, samples, or other considerations will inure to the benefit of any college employee.

d. When requested, appropriate college staff may provide references on services and items used by Montgomery College. Such references may only be furnished in response to a specific verifiable request from another institution, a business entity, or an organization. In this context, the furnishing of a favorable reference is not construed as the kind of endorsement that is prohibited by college conflict of interest policy.

3.285 TUTORING

a. No tutoring by employees for which a remuneration is received shall take place on the public property of the College.

b. No regularly employed instructor in the College shall tutor, for a remuneration, either during the school year or in the summer, any pupil who is enrolled in the College.

3.286 USE OF PROPERTY, SUPPLIES, EQUIPMENT, AND MATERIALS

a. Use of Movable Property of Board of Trustees, Montgomery College

All movable property (including supplies, equipment, and motor vehicles of the Board of Trustees, Montgomery College) shall be used by employees for Board of Trustees' purposes only.

b. Use of Supplies and Equipment Produced by Employees

All supplies and equipment produced by an employee during or prior to his or her employment at Montgomery College may be used by the College on the same basis as any other items, provided that the employee-produced supplies and equipment be selected and approved for use in compliance with the established procedures of selection for the College. The fact that the material was produced by said employee shall not be considered for or against its selection.

c. Use of Materials Prepared by Employees

Instructional or non-instructional materials produced alone by an employee in the College or in association with other such employees for which substantial time, facilities, or materials of the Board of Trustees have in any way been employed shall become the property of the Board of Trustees. If any occasion should arise in which it may be advisable to consider a different policy for any specific assignment, it will be considered and decided by the Board of Trustees in advance of that assignment. (See also 7.509 c.)

3.287 POLITICAL ACTIVITY

a. College employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals. (Resolution, Board of Trustees, December 17, 1968)

b. While employees are encouraged and expected to assume full citizenship responsibilities by taking an active part in issues, platform development, voting, etc., they shall do this as individuals, not during duty hours nor on college premises.

c. Leaves of absence for political activity are governed by par. 3.443.

3.289 VIOLATION

Any violation of the foregoing policy will constitute an act of "insubordination" and will be dealt with accordingly, as prescribed by law. In instances not specifically covered by the foregoing regulations, or about which there is a question of interpretion, a request may be made in writing to the President for an interpretation or ruling.

3.29 EMPLOYMENT WITHIN THE SAME FAMILY (PAC, May 1, 1969)

A husband and wife may both be employed at the College but they cannot, except as a temporary expedient, be assigned to the same campus office or department. Further, no special consideration with regard to teaching schedules or other college assignments will be given on the basis of this marital status.

3.32 ACADEMIC RANK

Procedures concerning the assignment of academic rank were approved by the College Faculty Senate, March 1, 1968; reaffirmed on October 31, 1968; and subsequently, approved by the College President. Modifications which resulted from proposals by the full Faculty on May 19, 1972, the Faculty Senate on October 31, 1972 and from suggestions from the Board of Trustees on September 13, 1972 were approved as modified procedures by the President on February 1, 1973. Further modifications were approved by the full Faculty and President on August 19, 1974.

3.321 POLICY

In 1961, by Board Resolution 437-61, a System of Academic Rank was approved by the Board of Education affecting both full- and part-time instructors. Rank designations for full-time faculty are the usual ones of instructor and assistant, associate, and full professor. The designations for part-time faculty are lecturer and adjunct professor.

3.322 PURPOSE

The purpose of the following procedures is to establish guidelines for the assignment of rank to faculty and for the advancement from one rank to a higher rank.

3.323 ORIGINAL RANK ASSIGNMENT FOR FULL-TIME FACULTY

a. The rank assigned a new full-time member of the faculty depends upon his degree status and his teaching and related professional experience.

b. Rank assignment will be based on a point system:

(1) One point is granted for each year of full-time teaching in a college or university.

(2) One-half a point is allowed for each year of full-time teaching in a secondary school.

(3) One-half a point is included for each year of professional or industrial experience that is related to the faculty member's work at the College.

(4) Four points are given for an earned doctor's degree; three for a master's degree with 30 hours of additional work, if the faculty member does not have the doctorate; and two for a master's degree with fewer than 30 hours of additional work..

(5) For purposes of determining initial rank only, no more than one point may be added based upon exceptional achievement in teaching or related professional activities. A written justification of the fractions or point assigned shall be prepared by the department chairman and shall accompany the recommendation.

(6) A point sum that is less than 6 permits the assignment of instructor rank; a minimum point sum of 6 permits the assignment of an assistant professorship; a minimum point sum of 12 permits the assignment of an associate professorship; a minimum point sum of 18 permits the rank of full professor.

c. Procedures

(1) The department chairman makes the initial recommendation for the original assignment of rank through the appropriate supervisor to the campus dean; he forwards the recommendation to the Senate Subcommittee on Renewal of Contract, Rank, and Tenure which gives its evaluation to the President for action. (See also paragraph 3.114d.)

(2) The faculty member may initiate a request for review of the original rank assignment through the department chairman to the next appropriate supervisor.

(3) Usually, the department chairman concerned and either the Academic Dean or appropriate division chairman are invited to take part in the committee's evaluation of the faculty, but they do not formally vote.

(4) Every effort should be made to assign rank prior to employment of members of the Faculty. In most instances, at the time a candidate is recommended by the Campus Dean for a faculty position, and prior to the President signing the contract, the Committee on Contract, Rank, and Tenure receives a recommendation regarding the candidate's initial rank assignment. This rank assignment recommendation is then processed expeditiously through the committee, and the prospective faculty member informed of the proposed rank assignment at the time his contract is transmitted.

3.324 ASSIGNMENT TO ADVANCED RANK (Approved by the President, August 19, 1974)

a. Before being considered for advancement in rank, a faculty member must hold an assigned rank for a minimum of two years. After receiving his initial full-time faculty rank, a faculty member may be considered only for advancement to the next higher rank. Rank advancement is based upon the criteria indicated in paragraph 3.323b (6). No points may be awarded any given year for advancement in rank if an increment is not recommended upon evaluation for a salary increase. Points beyond those awarded for initial rank may be granted as follows:

(1) One point for each year in which there has been a positive evaluation for salary increase.

(2) Four points for an earned doctor's degree less any points previously awarded for a master's degree.

(3) Three points for a master's degree with 30 hours or more of required academic study (if the member of the Faculty does not have the doctorate) less any points originally awarded for a master's degree.

(4) Two points for a master's degree with fewer than 30 hours of required academic study providing that points were not originally awarded for this achievement.

b. One additional point shall be added for each year in which an evaluation of superior or excellent has been earned.

c. Evaluations are processed through the Campus Dean for certification regarding points to be assigned; to the department chairman for recommendation; to the Sub-Committee on Contracts, Rank and Tenure for appropriate action; and to the President for approval.

3.325 RANK ADVANCEMENT FOR DEPARTMENT CHAIRMEN

Recommendations for advancement of department chairmen are initiated by the Academic Dean of the Rockville Campus and the Campus Dean on the Takoma Park Campus who forward the recommendations to the Senate Subcommittee on Renewal of Contract, Rank and Tenure, which gives its evaluation to the President for action.

3.326 RANK ASSIGNMENT AND EVALUATION OF PART-TIME FACULTY

a. New part-time faculty are automatically assigned the rank of lecturer. Upon completion of eight semesters of part-time service, which need not be consecutive, a part-time faculty member is eligible for assignment to the rank of adjunct professor. However, this assignment is not automatic, but depends upon an evaluation which will consider factors of outstanding teaching competence, general interest, and contribution to the institution, etc. The recommendation is initiated by the department chairman and is forwarded to the Campus Dean, who forwards the recommendation to the Senate Subcommittee on Renewal of Contract, Rank, and Tenure, which gives its evaluation to the President for action.

b. For purposes of employment, all part-time faculty at Montgomery College have one official record. When evaluation of service is required, the campus at which the individual's service has been greatest will be responsible for initiating such evaluations. Any evaluation for change in compensation that may occur within this system shall not be assumed by the faculty as a guarantee of continued future employment, nor does it establish any priority among instructors. Each semester's employment of a part-time faculty member will be dependent upon the needs of the College and budgeted funds. Normally, appointments of part-time instructors are made after registration for a semester has taken place. (Approved by the Board of Trustees, Operating Budget FY 1975, May 20, 1974)

3.327 RANK ASSIGNMENT OF TEMPORARY FACULTY

Faculty appointed on a temporary basis will be assigned the rank of lecturer.

3.328 NOTIFICATION AND APPEALS

a. The President notifies the faculty member of his assignment of original rank and advancement in rank.

b. The faculty member should be made fully aware of the results of the evaluation at each step. If the decision is adverse to the faculty member, he will have the opportunity to appeal the decision to the Subcommittee on Renewal of Contract, Rank and Tenure.

3.33 FACULTY SALARY EVALUATION POLICY (Board of Trustees, December 19, 1973; Modified October 21, 1974)

The Faculty Salary Evaluation Plan has been introduced at Montgomery College in the hope of realizing primarily two goals:

a. Recognition of proven excellence in teaching by faculty members of the College.

b. Encouragement toward excellence for those who have demonstrated substantial competence in teaching.

In the process of implementing such a plan, each faculty member will be evaluated annually.* This evaluation process should be constructive in nature. The harmonious working together of the evaluator with the faculty member being evaluated should lead to a recognition of those factors which constitute excellence in teaching, and the assessment of the various means and methods by which these are achieved. In carrying out the Faculty Salary Evaluation Policy, the College will meet the salary amounts to support the intent of the plan, without establishment of faculty quotas, to the full extent of salary appropriations made available to it.

3.331 ADVANCEMENT WITHIN GRADE

a. One-Step Within Grade Advancement

(1) All faculty will be evaluated annually. If granted, a one-step increment shall become effective July 1 following the evaluation. A one-step within grade advancement means an advancement of one step in the same grade on the salary schedule.

(2) The one-step within grade advancement denotes competence, but not necessarily superior performance. Advancement shall be determined upon applicable evaluation criteria established and approved by the Board relative to College-wide Faculty Evaluation Policy and Criteria (see paragraphs 3.34, 3.35 and 3.36) for all full-time faculty.

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*Annual evaluation for salary is applicable only to those full-time members of the faculty whose contracts are effective prior to the end of the third week of classes of the academic year in which the evaluation is to take place.

(3) Evaluation Procedures

(a) The department chairman shall evaluate members of the department. Department chairmen on the Rockville Campus shall be evaluated by the Academic Dean. Department chairmen on the Takoma Park Campus shall be evaluated by the appropriate division chairman.

(b) If advancement is denied, the reasons shall be stated in writing and the individual must be given a chance to state his case to the evaluator.

(c) The recommendation resulting from the evaluation is forwarded directly to the Subcommittee on Contracts, Rank and Tenure for review and recommendation.

(d) The recommendation of the Subcommittee on Contracts, Rank and Tenure is forwarded for review and decision to the Campus Dean, who may consult with appropriate administrators in his review of the decision on each evaluation, the Campus Dean having taken into account the recommendations of the Subcommittee on Contracts, Rank and Tenure.

(e) The Campus Dean's decision, based on the Campus Dean's review and assessment of the performance of each faculty member, is forwarded for appropriate action to the President as chief administrative officer of the College.

(f) Denial of a recommendation for a one-step within grade advancement by the Subcommittee on Contracts, Rank and Tenure may be appealed to the Appeals Committee. This appeal must be in writing and must be made within ten (10) days after receipt of the recommendation. The recommendation of the Appeals Committee shall be forwarded to the Campus Dean for his consideration and decision.

(g) Copies of the recommendations of evaluators together with copies of the final decision for the one-step within grade advancement shall be kept in the files of the Office of the Dean of the Faculty, and made available to the President and others he may designate. If, because of budgetary constraints, the salary advancement is denied in whole or in part, or not funded, such information shall be made a part of the record.

b. Two-Step Within Grade Advancement

(1) An individual who demonstrates superior performance but is not eligible to apply for advancement to a higher grade may receive a two-step within grade advancement, or its equivalent. It should be clearly understood that this type of advancement is intended to accommodate the advancement of faculty members who cannot be equitably advanced under other provisions of this evaluation plan. It shall be used only in extraordinary circumstances, and shall become effective July 1 following evaluation.

(2) The two-step within grade advancement means an advancement of two steps in the same grade of the evaluation salary schedule, or its equivalent, provided such steps exist. Advancement shall be determined by applicable criteria established and approved by the Board relative to College-wide Faculty Evaluation Policy and Criteria (see paragraphs 3.34, 3.35 and 3.36). Evaluation for the two-step within grade advancement shall be conducted pursuant to Paragraph 3.342, items a through h.

(3) Evaluation Procedures

(a) The department chairman shall initiate and make recommendation for the two-step within grade advancement for faculty of the department. The appropriate division chairman at the Takoma Park Campus and the Academic Dean at the Rockville Campus may also initiate a two-step within grade advancement for their respective campus faculties. The appropriate division chairman at the Takoma Park Campus and the Academic Dean at the Rockville Campus shall initiate the process and make the recommendation for the two-step within grade advancement of a department chairman for their respective campus.

(b) The recommendation resulting from the evaluation is forwarded directly to the Subcommittee on Contracts, Rank and Tenure for review and recommendation.

(c) The recommendation of the Subcommittee on Contracts, Rank and Tenure is forwarded for review and decision to the Campus Dean, who may consult with appropriate administrators in his review of and decision on each evaluation, the Campus Dean having taken into account the recommendations of the Subcommittee on Contracts, Rank and Tenure.

(d) The Campus Dean's decision, based on the Campus Dean's review and assessment of the performance of each faculty member, is forwarded for appropriate action to the President as chief administrative officer of the College.

(e) Any faculty member recommended for a two-step within grade advancement may, without prejudice, withdraw his evaluation recommendation at any time during the evaluative process. To withdraw from consideration, the person shall indicate his intent in writing to the original evaluator and the Subcommittee on Contracts, Rank and Tenure.

(f) Recommendation for a denial of a two-step within grade advancement by the Subcommittee on Contracts, Rank and Tenure may be appealed by the faculty member to the Appeals Committee. The appeal must be made within ten (10) days after receipt of the recommendation to deny and must be in writing. The recommendation of the Appeals Committee shall be forwarded to the Campus Dean for decision.

(g) All decisions concerning performance evaluation for a two-step within grade advancement shall be made no later than December 1 of the calendar year preceding implementation.

(h) Copies of the recommendations of the evaluators together with copies of the final decision for the two-step within grade advancement shall be kept in the files of the Office of the Dean of the Faculty and made available to the President and others he may designate. If, because of budgetary constraints, the salary advancement is denied in whole or in part, or not funded, such information shall be made a part of the record.

(i) Any faculty member who receives a two-step within grade advancement will not be considered for another two-step advancement of any type until he is in his fourth year of service following the last two-step salary implementation date.

3.332 ADVANCEMENT FROM GRADE I TO GRADE II, GRADE II TO GRADE III AND GRADE III TO GRADE IV

a. Advancement to a higher grade denotes superior performance, and may be attempted by any tenured faculty after reaching the fourth step within grade, providing the faculty member has not received a two-step advancement during the previous four years of service. In addition, any tenured faculty member who has reached the fourth step within grade may be recommended for an advancement to a higher grade by the department chairman. Further, the initiative for recommendation of an advancement to a higher grade for a tenured faculty member on the fourth step of a grade may come from the division chairman for faculty of the Takoma Park Campus or the Academic Dean for the faculty of the Rockville Campus.

b. Advancement shall be determined by applicable criteria established and approved by the Board relative to College-wide faculty evaluation policy and criteria (see paragraphs 3.34, 3.35 and 3.36). Evaluation for advancement from Grade I to Grade II and from Grade II to Grade III shall be conducted pursuant to Paragraph 3.342, items a through h; and evaluation for advancement from Grade III to Grade IV shall be conducted pursuant to paragraph 3.343, items a through h, of the College-wide Faculty Evaluation Policy and Criteria, as aforementioned.

c. Evaluation Procedure

(1) The faculty member desiring advancement to a higher grade, or being proposed for such advancement, shall submit to the department chairman the documents indicated in the College-wide Faculty Evaluation Policy and Criteria. On the Takoma Park Campus, a department chairman being considered for advancement shall submit such documentation to the appropriate division chairman; on the Rockville Campus a department chairman being considered for advancement shall submit such documentation to the Academic Dean.

(2) The recommendation resulting from the evaluation is forwarded directly to the Subcommittee on Contracts, Rank and Tenure.

Modification 112, January 18, 1974

(3) The recommendation of the Subcommittee on Contracts, Rank and Tenure is forwarded for review and decision to the Campus Dean, who may consult with appropriate administrators in his review of and decision on each evaluation, the Campus Dean having taken into account the recommendations of the Subcommittee on Contracts, Rank and Tenure.

(4) The Campus Dean's decision, based on the Campus Dean's review and assessment of the performance of each faculty member, is forwarded for appropriate action to the President as chief administrative officer of the College.

(5) Any faculty member recommended for advancement to a higher grade may, without prejudice, withdraw his evaluation recommendation at any time during the evaluative process. To withdraw from consideration, the person shall indicate his intent in writing to the original evaluator and the Subcommittee on Contracts, Rank and Tenure.

(6) Recommendation for a denial of advancement to a higher grade by the Subcommittee on Contracts, Rank and Tenure may be appealed by the faculty member to the Appeals Committee. This appeal must be made within ten (10) days after receipt of the Subcommittee's recommendation and must be in writing.

(7) All decisions concerning performance evaluation for advancement to a higher grade shall be made no later than December 1 of the calendar year preceding implementation.

(8) The documents related to the evaluation for the between-grade advancement, as well as the recommendations, shall be kept in the files of the Office of the Dean of the Faculty, and made available to the President and others he may designate. If, because of budgetary constraints, the salary advancement is denied in whole or in part, or not funded, such information shall be made a part of the record.

(9) Any faculty member who receives a two-step advancement to the next higher grade may not apply for another two-step advancement of any type until he is in his fourth year of service following the last two-step salary implementation date.

3.333 APPEALS COMMITTEE

a. This Committee shall consist of the Dean of the Faculty and four tenured members of the full-time faculty who will be appointed by the Faculty Senate each year. Substitute members will be appointed for cases in which a committee member has direct involvement.

b. The Committee may reverse negative recommendations for a within-grade or a between-grade advancement.

c. Intent to appeal a recommendation must be indicated in writing to the Chairman of the Appeals Committee within ten (10) days after receipt of the decision.

3.334 SALARY DETERMINATION

The Campus Dean shall also decide and forward to the President for appropriate action the salary placement for each faculty member, after taking into account budgetary allocations for full-time faculty salaries for the campus, within the fiscal control policies of the College.

3.335 ADMINISTRATIVE COORDINATING OFFICE

All faculty evaluation materials sent to the Subcommittee on Contracts, Rank and Tenure or to the Appeals Committee or to the Campus Dean shall be routed via the Office of the Dean of the Faculty. The Office of the Dean of the Faculty shall be the administrative coordinating office for the Faculty Evaluation Plan.

3.336 STATUS REPORT AND CRITIQUE

A status report and critique of the operation of the evaluation system will be made by the Chairman of the Faculty Senate to the President for transmission to the Board of Trustees in December of each year. The President of the College shall provide a report to the Board each September regarding the outcome of faculty salary evaluations of the preceding fiscal year.

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3.34 COLLEGE-WIDE FACULTY EVALUATION CRITERIA (Approved by the Board of Trustees, October 15, 1973)

3.341 ONE-STEP WITHIN GRADE ADVANCEMENT

To receive a recommendation for one-step advancement, for any one year, the faculty member must demonstrate adequate professional, and other College related competence by meeting the following basic criteria:

a. Performs the duties of a full-time faculty member. (See paragraph 3.22.)

b. Fulfills the departmental objectives and requirements as specified in departmental syllabi and other departmental materials (minutes, memoranda, etc).

c. Evaluates student work as appropriate according to departmental standards.

d. Conducts class discussions when appropriate.

3.342 ADVANCEMENT FROM GRADE I TO GRADE II OR II TO III OR TWO STEPS OR THE EQUIVALENT THEREOF IN SALARY FOR ONE YEAR

To receive a recommendation for advancement from Grade I to II or II to III or two steps within grade, or its equivalent salary for any one year, the faculty member must demonstrate superiority by meeting the following criteria:

a. Performs the duties of a full-time faculty member (see paragraph 3.22).

b. Fulfills the departmental objectives and requirements as specified in departmental syllabi and other departmental materials (minutes, memoranda, etc.).

c. Evaluates and comments on student work in a way that could be expected to help the student to prepare better work the next time.

d. Organizes and stimulates discussion, when appropriate, in a way that involves the active participation of most, if not all, students.

e. Submits appropriate indication of student judgment.

f. Fulfills 50% of the total number of college-wide differential teaching criteria (see paragraph 3.35), or 50% of specific criteria which may be used only by those departments having a special need for them: e.g., Learning Resources, Student Personnel, and Library (see paragraph 3.36).

g. Submits evidence of special merit in at least one of the following:

(1) Service to the department

(2) Service to the College

(3) Service to the community

   (4) Professional growth
   (5) Contribution to the profession

h. Submits a self-evaluation indicating teaching strengths and areas in which improvement seems desirable.

i. Faculty anticipating requesting intergrade advancement must indicate to the appropriate evaluator a year in advance their intent to apply.

3.343 ADVANCEMENT FROM GRADE III TO IV WITH TWO STEPS OR THE EQUIVALENT THEREOF IN SALARY IN ONE YEAR

To receive a recommendation for advancement from Grade III to IV, with a two-step increment or its equivalent salary for any one year, the faculty member must demonstrate excellence by meeting the following criteria:

a. Performs the duties of a full-time faculty member in accord with current statements in the Faculty Handbook. (See paragraph 3.22.)

b. Fulfills the departmental objectives and requirements as specified in departmental syllabi and other departmental materials (minutes, memoranda, etc.).

c. Evaluates and comments on student work in a way that could be expected to help the student to prepare better work the next time.

d. Organizes and stimulates discussion, when appropriate, in a way that involves the active participation of most, if not all, students.

e. Submits appropriate indication of student judgment.

f. Fulfills 75% of the total number of college-wide differential teaching criteria (see paragraph 3.35) or 75% of specific criteria which may be used only by those departments having a special need for them: e.g., Learning Resources, Student Personnel, and Library (see paragraph 3.36).

g. Submits evidence of special merit in at least two of the following:

   (1) Service to the department
   (2) Service to the College
   (3) Service to the community
   (4) Professional growth
   (5) Contribution to the profession

h. Submits a self-evaluation indicating teaching strengths and areas in which improvement seems desirable.

i. Faculty anticipating requesting intergrade advancement must indicate to the appropriate evaluator a year in advance their intent to apply.

3.35 COLLEGE-WIDE DIFFERENTIAL TEACHING CRITERIA (Approved by the Board of Trustees, October 15, 1973)

3.351 TEACHING SKILLS

a. Present and clarify ideas and concepts without distortion or oversimplification in a manner that recognizes the wide range of students in a comprehensive community college, both in their abilities and their career goals.

b. Demonstrate skill in perceiving learning difficulties and assist and encourage students to work through problems.

c. Develop and use teaching strategies which further inductive learning so that much of what happens in the classroom is a matter of student discovery rather than teacher edict.

d. Use approaches and methods which foster student interest in the particular courses taught and which stimulate students to think, to analyze and to explore ideas.

e. Combine a high degree of student participation with maintenance of emphasis on course material.

f. Utilize new and unexpected situations to facilitate integration of subject matter.

g. Experiment with and evaluate different methods of instruction and teaching approaches and/or different uses of instructional media.

h. Demonstrate a real flair for teaching in a particular area (such as review courses, introductory courses, advanced courses).

i. Promote discussion of teaching methods among departmental colleagues.

j. Use class critiques to develop the skill of self-evaluation and to encourage the development of objective and critical thinking.

k. Demonstrate exceptional instructional ability, such as initiating new and successful methodology for a course or courses, completing a major revision in instructional materials, devising means for improving instructional techniques, etc.

l. Demonstrate the patience, the sensitivity, the creativity, and the ability to establish and maintain a positive learning atmosphere in the class.

3.352 INTERACTION WITH STUDENTS

a. Demonstrate an obvious availability and willingness to help students with problems related to the course.

b. Make significant concepts especially available to students with atypical competencies, both the student who seems to have a bent in the subject and the student who does not.

c. Demonstrate a willingness to direct students who wish to do independent projects and monitor such activity to insure that academic standards are maintained.

d. Guide and counsel students in preparation for employment or for admission in professional schools or senior colleges.

e. Develop and/or teach non-required courses (electives, Honors, review, exploratory, Free University, etc.) in response to student needs.

f. Motivate students to do their best.

g. Use forms of evaluation of work/performance so that there is a demonstrable fit between the substance and instruments of evaluation on the one hand and the purpose and content of the course on the other.

h. Make assignments in such a way that students will know what is expected of them and will be aware of the criteria upon which their work/performance will be evaluated.

3.353 TEACHING MATERIALS AND TECHNIQUES

a. Review, re-evaluate, revise and rewrite teaching materials periodically.

b. Present and clarify major objective(s) of course at the beginning of the semester and other appropriate times.

c. Incorporate into presentations the historical and cultural context of the subject where appropriate.

d. Tackle new problems, work out solutions, investigate ideas, and keep up-to-date and informed about pertinent new materials and/or practices.

e. Present evidence, be it through syllabi, written course objectives, examinations, homework assignments, or other written materials, of unusually effective student-teacher communication in learning.

f. Organize and direct related academically oriented field experiences, when appropriate, including follow-up of student learning.

g. Construct tests which search for understanding on the part of the students rather than rote memory ability.

3.354 OTHER

Serve with distinction in a superior or excellent manner as chairperson of a department of faculty.

3.36 DIFFERENTIAL CRITERIA FOR LIBRARY FACULTY, LEARNING RESOURCES FACULTY AND STUDENT SERVICES FACULTY (Approved by the Board of Trustees, November 19, 1973)

3.361 DIFFERENTIAL CRITERIA FOR LIBRARY FACULTY

These criteria are divided into three areas: general criteria applying to all librarians equally; criteria applying to librarians engaged in direct service to students in the utilization of library materials; and criteria applying to librarians indirectly engaged in service to students through the ordering, preparation, and organization of library materials.

a. General Criteria Applying to All Librarians

(1) Communicates ideas clearly and concisely to administration, staff and students in a manner that results in mutual understanding both in speech and writing.

(2) Supervises library personnel in a positive manner in order to motivate them in achieving objectives and to develop in them capabilities for efficient production or completion of work.

(3) Communicates decisions clearly to the appropriate library personnel in order that they can carry out their functions in a consistent manner.

(4) Deals positively with persons inside and outside the library demonstrating the ability to promote ideas in a creative and positive manner and giving evidence of an understanding that

public relations are a major concern of the library.

(5) Prepares reports, records, and statistics for the orderly reporting and evaluation of library activities.

b. Criteria Applying to Librarians Engaged in Direct Service to Students in the Utilization of Library Materials.

(1) Instructs students in the procedures for locating materials utilizing both written and oral methods and evaluates whether or not, as a result of the instruction, students are able to apply appropriate procedures for locating materials.

(2) Conducts formal instruction in the use of the library and its holdings such as teaching introductory classes in library research techniques in "Freshman Seminar", English 101, or in any other specific subject offering of the College or conducting personal instruction on an individualized basis for any student requesting such instruction.

(3) Conducts informal instruction in the use of the library and its materials such as instructing students in response to questions at the reference desk, preparing brochures, aids, and guides in general library research techniques, preparing guides to research, preparing generalized audio-visual library instructional programs and single concept programs.

(4) Instructs students in the processes of defining research problems and refers students to any and all types of media which may be of use to the student in meeting his educational objectives.

(5) Locates partially and inadequately identified materials and other items of information for students and faculty by utilizing a broad range of bibliographical sources, resulting in a definitive search.

(6) Uses professional techniques in questioning students in order to help them define and answer research questions.

(7) Systematically evaluates all reference materials as to their usefulness to the instructional program of the College, recommends the acquisition of new reference materials as needed, and recommends the removal of old materials from the collection when considered to be of no further use.

(8) Conducts formal and informal evaluations of the effectiveness of reference services.

(9) Locates and acquires materials from other libraries or other campus libraries for use by faculty, students, and staff.

(10) Performs all reader services in a positive manner, demonstrating a willingness to assist and instruct students in library-oriented instructional endeavors.

(11) Develops and maintains the periodical and microfilm collections, insuring collections relevant to and in support of the instructional program of the College.

(12) Participates in the administration of the service functions of the library's circulation, periodical, and reference programs.

(13) Supervises the activities and training of the library assistants and clerk-typists assigned to the circulation, periodicals, and reference areas of the library to ensure that these areas are responsive to student and faculty needs.

(14) Participates in the development of policies and procedures for the circulation, periodical, and reference programs of the library.

(15) Develops improvements in procedures and routines in matters of reference to meet the needs of the academic community.

(16) Compiles or participates in the compilation of bibliographies and other book and media listings.

(17) Develops and implements library displays.

(18) Develops and administers the instructional aspects of the library education program.

(19) Determines the scope, content, and organization of collections of specific types of materials such as occupational files, vertical files, government publication files and collections, and state and local government files.

c. Criteria Applying to Librarians Indirectly Engaged in Service to Students Through the Ordering, Preparation, and Organization of Library Materials.

(1) Participates in the selection of materials for the library's general circulating collections.

(2) Systematically evaluates the library's general circulating collection as to its usefulness to the instructional program of the College.

(3) Acquires new materials in support of the College's educational program.

(4) Examines all requests for new materials to determine their appropriateness in support of the educational program.

(5) Determines where and how to order materials in order to achieve the best service and greatest savings to the library.

(6) Participates in the formulation and execution of policies and procedures pursuant to the acquisition of all library materials.

(7) Supervises the ordering processes, serving as a communications channel between faculty and library on all orders.

(8) Alerts appropriate faculty to possible desirable purchases, and otherwise engages faculty in the book selection process.

(9) Keeps accurate records of all library accounts in order to ensure a systematic and prudent expenditure of budgeted funds.

(10) Supervises the receiving and routing of all materials acquired for proper identification and payment and for assignment of priorities for orderly processing in order to make the library as responsive to instructional needs as possible.

(11) Systematically catalogs all materials to be added to the reference and circulating collections.

(12) Develops procedures and routines for the orderly and efficient execution of the cataloging and processing functions of the library.

(13) Maintains any and all catalogs considered necessary for the bibliographic control and retrieval functions of the library.

(14) Organizes, conducts, and supervises inventories made by the library.

(15) Receives and evaluates gifts of books and other materials to the library, determining their appropriateness to the library collection.

(16) Supervises and trains all staff personnel assigned to the acquisition, cataloging and processing areas of the library.

(17) Coordinates automated library procedures with all areas of the library instruction and service and Data Systems.

(18) Edits the book catalog and coordinates all bibliographic data entered into the book catalog system.

(19) Revises, evaluates, and reviews, as appropriate, all procedures and policies relating to the book catalog program.

Modification 112, January 18, 1974

3.362 DIFFERENTIAL CRITERIA FOR STUDENT SERVICES FACULTY

a. Must achieve a commendable or distinguished rating in the counselor evaluation criteria.

b. Must achieve a commendable or distinguished rating on the teaching criteria (see paragraph 3.35).

c. Must achieve a commendable or distinguished rating in the student advising criteria.

d. Must achieve a commendable or distinguished rating in the specialty areas where applicable.

e. Must achieve a commendable or distinguished rating in contributions to the department, the College and community.

f. Must be adjudged commendable or distinguished on a majority of appropriate evidence of student judgment.

g. Sets and achieves at a level deemed to be commendable or distinguished by the evaluators for a minimum of two objectives above and beyond the normal assignments for the year.

h. Demonstrates the development and use of diverse materials which enhances the faculty member's ability to work with the student.

i. Articulates with other professional members of the College community in order to bring about a better learning environment.

j. Fulfills responsibilities in such a manner as to reflect credit upon the campus and department appropriate to its objectives and goals by demonstrating that the incumbent:

    (1) Tackles new problems;
    (2) Works out solutions;
    (3) Investigates ideas;
    (4) Keeps up-to-date and informed about pertinent new materials or practices.

3.363 DIFFERENTIAL CRITERIA FOR LEARNING RESOURCES FACULTY

The Learning Resources Faculty member:

a. Demonstrates skills in instructional development by working with faculty and students.

    (1) Given the wide range of programs, of students, and of faculty skills in a comprehensive community college, the Learning Resources faculty member assists the faculty in:

        (a) Demonstrating skill in perceiving learning difficulties.

(b) Assisting and encouraging faculty and students to work through problems.

(c) Developing and using learning strategies which further learning by discovery, inductively, and deductively.

(d) Using approaches and methods which stimulate students to analyze, to synthesize, and to see relationships among ideas.

(e) Combining a high degree of student participation with subject matter mastery.

(f) Utilizing and integrating current, unexpected, or immediately relevant situations into course content.

(g) Experimenting with and evaluating different instructional methodologies and/or uses of instructional media.

(2) Demonstrates exceptional leadership, or instructional ability, in initiating new and successful methodologies for a course or courses, completing major revisions in instructional materials, devising means for improving instructional techniques, and instructional testing.

(3) Demonstrates instructional ability to use and convey to others principles and practices in instructional technology or management of resources.

(4) Promotes discussion of teaching methods among departmental colleagues.

b. Demonstrates positive and supportive interaction with students in the learning environment.

(1) Is available and willing to help students with problems related to learning.

(2) Develops learning laboratory programs, materials, and instructional activities designed to make available to atypical or developmental students significant concepts or practice in skills.

(3) Demonstrates willingness to direct students who wish to do independent projects and monitor and evaluate such projects against specific criteria.

(4) Guides and counsels students in preparation for employment in Learning Resource related fields or for admission in professional schools or colleges.

(5) Develops and/or teaches non-required courses (honors, exploratory, etc.) in response to student or community needs.

Modification 112, January 18, 1974

c. Demonstrates skills in production selection and use of instructional materials.

  (1) Reviews, examines, evaluates with faculty, processes, and recommends for purchase teaching materials.

  (2) Maintains non-print collection at approved national or State levels.

  (3) Writes or assembles learning modules or packages.

  (4) Demonstrates knowledge and judgment in production of materials:

    (a) Scripting/editing

    (b) Coordination of project components

    (c) Programming techniques, analysis and evaluation

    (d) Organization and communication skills required for successful production.

3.37 CONTRACT, RANK AND TENURE DECISIONS (Approved by the President, May 29, 1972)

a. The department chairman transmits the consensus of the departmental evaluation committee, if any, or the tenured members of the department, and submits his recommendation to the Subcommittee on Contracts, Rank and Tenure with copies to the division chairman or Academic Dean or Director of Educational Resources as appropriate. The associate dean of students transmits the consensus of the evaluation committee of the counseling faculty and submits his recommendation directly to the Subcommittee.

b. The parties receiving copies shall forward to the Subcommittee any information which they believe would be helpful to the Subcommittee in making its determination for the faculty. If they have nothing of importance to furnish, they shall initial their copies and forward them to the Subcommittee. A maximum of five working days shall be allowed for parties receiving copies to complete this step of the procedure.

c. The Subcommittee on Contracts, Rank and Tenure shall make a determination for the faculty, and inform the faculty member involved of this determination in the event that the Subcommittee recommends against contract renewal and/or tenure. If the faculty member desires to appeal the determination of the Subcommittee, he shall so inform the Subcommittee and the Faculty Senate within five working days of receipt of the Subcommittee's determination. The findings, opinions, and recommendations of the appeal committee shall be forwarded along with the recommendations of the Subcommittee to the appropriate campus dean. The campus dean may return the case to the appeals committee if he believes the circumstances warrant.

d. If no appeal is involved, the Subcommittee shall forward its determination for the faculty directly to the appropriate campus dean. The campus dean may return a determination to the Subcommittee for further consideration.

e. The campus dean forwards his recommendation and all information which has been supplied to him to the President for his decision.

f. The President in these cases, as in other matters where the faculty has primary responsibility, should concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail and communicated in writing to the Subcommittee on Contracts, Rank and Tenure. The Subcommittee may reconsider the matter and forward its final determination for the faculty to the President for decision.

3.371 DOCUMENTS USED IN EVALUATION

a. Written statements by the chairman of the department based on classroom observation, graded papers, departmental assignments, and other documented observations should be employed.

b. Written statements by the division chairman or Academic Dean concerning committee work, professional growth, and classroom visitations should be employed.

c. Student evaluation forms are used at the faculty member's discretion.

3.372 INDIVIDUAL FACULTY MEMBER'S AWARENESS OF THE EVALUATION

Regardless of the type of the evaluation, the faculty member will be made fully aware of the decision reached; what documents were used in his evaluation; and what, where applicable, might be done to improve his evaluation for the future. The division chairman, or Academic Dean, and the department chairman shall meet with the faculty member to clarify the procedure and the final outcome of the evaluation.

3.38 FACULTY SCHEDULES

3.381 GENERAL

Each semester, as soon as the faculty workload is firmly established following regular registration, it is necessary that a faculty schedule, MC Form 3.381 (11/1/73), be prepared for each faculty member, full-time or part-time.

3.382 PROCEDURE

a. On the Rockville campus, the form is originated from the individual departments and distribution is as follows:

   (1) Academic Dean

   (2) Assistant Academic Dean concerned

   (3) Faculty member for posting on the door of his office

   (4) Switchboard

   (5) Information desk at the Campus Center

   (6) Academic department chairman concerned

b. On the Takoma Park Campus, the form is originated by the appropriate division chairman's office and distribution is as follows:

   (1) Campus Dean

   (2) Registrar

   (3) Student Personnel office

   (4) Switchboard

   (5) Library

   (6) Division chairman concerned

3.41 FACULTY ABSENCE FROM CLASS

3.411 GENERAL

Every scheduled class will be met, and taught, whenever possible, even at some inconvenience, inadequate preparation notwithstanding. Classes will be cancelled only as a last resort.

3.412 PROCEDURE

a. Offices and Persons to be Notified

   (1) Whenever a day instructor, full- or part-time, is to be absent from class for a whole day, miss a class, be late for a class, or leave the College before meeting all of his classes, it is his responsibility to notify the chairman of his department. On the Takoma Park Campus he also notifies the division chairman concerned as soon as possible.

   (2) If the absence involves an evening class, the full- or part-time instructor is to follow the same procedure.

Modification 116, June 21, 1974

b. Priorities of Responsibility

The responsibility for providing class coverage is in the following order and applies to both full- and part-time instructors, day or evening:

(1) If circumstances permit, it is the instructor's own responsibility to provide a substitute for the necessary period: one hour, one day, or longer.

(2) If alternative 1 is unsuccessful or not possible because of circumstances, provision of coverage in the absence of full- or part-time instructors, day or evening, becomes the responsibility of the department chairman.

(3) If alternates 1 and 2 are unavailing, the problem then becomes the responsibility of the division chairman or Academic Dean in cooperation with the department chairman. Only as a last resort will classes be cancelled.

c. Priorities in Methods of Coverage

Depending on circumstances such as the amount of previous notice, the familiarity of the subject matter to the substitute, the nature of the subject matter under assignment, there are various levels of "coverage" in order of preference:

(1) The class is met and taught, or the examination given, so that the syllabus is carried forward in spite of the absence. This should be especially possible in multi-section courses where different instructors and sections can be assumed to be fairly well together in a generally common syllabus.

(2) The class is met and continued throughout the period by discussion, review, in-class written assignment or similar instructional technique.

(3) The class is met, roll taken, and dismissed for further research or written work already assigned in the library or elsewhere.

(4) The class is met, roll taken, and dismissed.

(5) The class is cancelled.

The professional responsibility of the instructor requires that he should consider substitute responsibilities as important as his own responsibility to meet with and instruct the class.

d. Length of Absences (Approved by the President, April 29, 1974)

The Faculty Senate approved the following at its meeting on October 23, 1973:

(1) According to long established and re-affirmed policy, we are agreed that faculty should cover for one another in the event of brief and/or unexpected absences. This applies to absences of a day or two--extended illness is another matter. This policy

implies a number of things: (a) it implies that the instructor has his work sufficiently well-planned that another in the same field can carry on meaningful instruction; (b) it presumes that earliest possible notices be given when absence is known to be unavoidable; (c) since this is sort of quid pro quo, it is expected that classes will be covered by colleagues even at the expense of some inconvenience and inadequacies of preparation. Classes should be cancelled only as a last resort."

(2) The case of the longer illness or absence is simpler: department chairman and the division chairman, or Academic Dean, will work together to provide a paid substitute.

(3) The intermediate term absence is more difficult to define because of uncertain knowledge as to the length of absence and the difficulty, field by field, in locating available substitutes. As a rule, it should not be expected that instructors should maintain a colleague's classes for more than a day or two; a week should be the limit before a paid substitute is employed.

e. Faculty Absences Due to Personal and Weather Emergencies

(1) During periods of weather emergency when the college is in session, changing road conditions and travel distances may prohibit individual members of the faculty from meeting their schedule. As the circumstances in a weather emergency vary from case to case, the faculty member concerned should contact his department chairman as soon as he finds travel conditions prohibitive. Counselors should contact the Associate Dean of Students on their campus. The latter or the department chairman, if appropriate, in coordination with the division chairman, will make an administrative decision as to how the absence should be treated and how the faculty member's schedule will be covered. (See also paragraph 3.412d (1)).

(2) Certain emergency situations other than weather may arise during the year which may prohibit a faculty member from meeting all of his daily schedule. Where such circumstances occur and the use of a full day as leave appears inappropriate, the faculty member should contact his department chairman. Counselors should contact their Associate Dean of Students. The latter or the department chairman, if appropriate, in coordination with the division chairman, will make an administrative decision as to how the absence should be treated and how the faculty member's schedule will be covered. (See also paragraph 3.412d (1)).

(3) The above-listed items shall in no way modify the official faculty leave policy and procedure as stated in paragraph 3.43.

f. Part-time Faculty

In the event of his absence, it is the instructor's responsibility, as outlined above, to give proper notification and to obtain a guest lecturer. The amount of remuneration, if any, will be in the form of an honorarium payment and should be determined between the part-time faculty member and the guest lecturer. The payment of the honorarium will be made by the College. In the case of part-time faculty who are unable to supply a substitute, the College will do so upon receipt of advance notification. An adjustment will be made to the salary of the part-time faculty member in the event the faculty member is not authorized a paid absence. (See also paragraphs 3.431a and 7.332.)

3.42 LEAVE POLICIES FOR PROFESSIONAL PERSONNEL (Approved by Board of Trustees, January 19, 1970)

3.421 CATEGORIES OF LEAVE

There are three general types of leave: long-term leave, short-term leave, and disability leave. Long-term leave is that which is granted for a period of a semester or more. Short-term leave is that which is granted for periods of less than a semester. (See also paragraph 3.45.)

3.422 RIGHT TO GRANT LEAVE

a. Except in those cases in which the Board of Trustees has designated the President as the authority for granting a leave, he shall have the responsibility to recommend to the Board of Trustees either that the leave be granted with pay, without pay, with loss of substitute pay, or that it be denied.

b. When the President, a campus dean, Dean of Administration, or Dean of Education is authorized to grant final approval, leave is normally requested through the individual's supervisor - whenever possible in advance - on MC Form 3.422 or 7.40. Form 3.422 indicates those types of short-term leave for which the President or appropriate dean has approval authority. As an exception MC Form 7.40 is used for short-term leave for professional meetings under the circumstances described in paragraph 3.435. (Approved by the President, November 21, 1972)

3.423 LEAVE FOR ADMINISTRATIVE STAFF

When members of the administrative staff are on leave at any time, another staff member is to be designated, in writing as the acting administrator. The designation will be made by the individual who expects to be absent.

3.43 SHORT-TERM LEAVE: POLICIES AND PROCEDURES (Basic policy and procedures approved by Board of Trustees, January 19, 1970)

There are five categories of short-term leave: Sick leave, Annual Leave, Maternity Leave, Personal Leave and Leave for Professional Meetings. Guidelines pertaining to each category are contained in the following subparagraphs.

3.431 SICK LEAVE

Sick leave, as defined in this paragraph, is a designated amount of compensated leave that may be granted to faculty and administrators who through personal illness, injury, or quarantine are unable to perform the duties of their positions. Sick leave may also include other excused absences such as those for medical, dental, or optical examination or treatment. Sick leave may not be granted for the duration of any disability when monies are paid to the employee under the Workmen's Compensation laws.

a. Eligibility - The provisions for sick leave apply to all full-time professional personnel of the College and to those 10- and 11-month faculty members who work for the College during the summer session. In approving the FY 1973 Operating Budget, the Board of Trustees established a policy of authorizing sick leave for part-time faculty on the basis of one absence (absence on any one calendar day on which the instructor concerned is required to teach) per semester on a non-cumulative basis.

b. Method of Computing - Each full-time employee shall accrue sick leave at the rate of one day per month of assigned responsibility. Personnel on 10- or 11-month contracts who work for the College during the summer session for at least 3 semester hours (or equivalent) but less than 6 will accrue a total of 11 days of sick leave for the year. Those who work for 6 semester hours (or equivalent) or more will accrue a total of 12 days of sick leave for one year.

c. Accumulation of Sick Leave - Full-time professional personnel may accumulate unused sick leave on an unlimited basis.

d. Advancement of Sick Leave - On the first day of the first full pay period in September of each year, Administrators and members of the Faculty are advanced the sick leave that would be accrued during the following year. Sick leave, in excess of the amount to be accrued, may be advanced by the President but such advanced leave shall not exceed the number of days which would be earned during the subsequent year. Employees are liable for all advanced sick leave.

e. Extension of Sick Leave - Sick leave for periods beyond the amount accrued and advanced, and beyond any available annual leave, may be extended by the Board of Trustees. The rate of salary payment during the extended leave may be at a full-time rate or at any fraction thereof. Employees are not financially liable for such extended sick leave. (See "Disability Leave", paragraph 3.45. "Disability Leave" is applicable after exhaustion of regular or extended sick leave.)

f. Disposition of Accumulated Sick Leave at Termination of Service - At the time of termination from service with the College, any full-time employee who has served for at least five years immediately preceding such termination shall receive termination pay at his current salary rate for one-fourth of the accumulated sick leave.

g. Indebtedness for Advanced Sick Leave at Termination of Service - Except for extended sick leave (subparagraph (5) above), an employee who, on termination of service with the College, is indebted for advanced sick leave shall have the amount of such indebtedness deducted from his earned salary. An employee must reimburse the College for any amount of indebtedness for advanced sick leave which is not covered by earned salary.

h. Procedures to be Followed in Obtaining and Using Sick Leave -

(1) Members of the faculty shall notify their department chairman or the division chairman as early as possible if unable to report for duty. Others notify their immediate supervisor.

(2) An employee on sick leave shall notify the appropriate official as to the progress of the illness and the probable date of his availability for duty.

i. Leave for Illness in the Immediate Family - Leave may be granted for illness in the immediate family and shall be charged against accumulated sick leave. "Immediate family" includes a child, parent (natural, foster, or in-law), brother, sister, husband, wife, or anyone who has lived regularly in the individual's household.

3.432 ANNUAL LEAVE

Annual leave is paid leave that is granted to each eligible employee to allow vacation time or to permit taking care of activities impossible to schedule on non-duty days. It may also be used to supplement the sick leave account when necessary.

a. Eligibility - The provisions of annual leave shall apply only to administrators.

b. Method of Computing - Each administrator shall earn 20 work days of annual leave during each year of service. The annual leave for a given year shall be advanced on September 1. For those employed at other times of the year, annual leave during the first year shall be granted or advanced on a prorata basis.

c. Restriction on Time for Use of Annual Leave - Annual leave may be taken at any time during the year, provided that consideration is given to the Board-approved college calendar and suitable arrangements are made to cover the responsibilities of the individual and the needs of the College, and provided that advance approval is given by the President.

d. Accumulation of Annual Leave

(1) Not more than the maximum number of days of leave which accrue for each year of service may be carried forward to a new year.

(2) The maximum number of days of annual leave available at any one time is 40 days. (The 40 days would be made possible by 20 days carried forward from a previous year and 20 days for the current year.)

(3) Each year, up to 10 days of annual leave that is not used or forwarded shall be transferred automatically to the employee's sick leave account. This transfer shall be made each year in accordance with the leave balance as of midnight August 31.

(4) All other unused annual leave shall be lost.

e. Disposition of Accumulated Annual Leave at the Termination of Service - All annual leave shall be used before the effective date of employment termination, or a lump-sum settlement shall be made at the current salary rate, but not to exceed a maximum of 30 days.

f. Indebtedness for Advanced Leave at Termination of Service - Any indebtedness for advanced annual leave upon termination of service shall be resolved as follows:

(1) The amount shall be deducted from the employee's earned salary.

(2) Employees who do not have earned salary at the time of termination, or whose earned salary is insufficient to cover the indebtedness, shall be billed for the amount of indebtedness and shall make arrangements for payment which are acceptable to the Board of Trustees.

3.433 MATERNITY LEAVE

Full-time professional employees who become pregnant, or who have determined that they will become an adoptive parent, are eligible for a maximum of 6 weeks' (30 working days) "maternity leave" with pay. Such leave shall be charged to accumulated sick leave. If accumulated sick leave is exhausted, further sick leave may be advanced or extended as provided in Sections 3.431d and 3.431 e, above or as leave without pay. Such leave without pay shall not extend beyond the end of the semester following the semester in which leave for maternity or adoptive purposes begins. (For long-term maternity leave, see par. 3.445.) Employees not on tenure shall not have the period of such leave credited toward the required probationary time for tenure. Employees who wish to resign their position and follow the procedures outlined in their contract, shall have no prejudice attached to such resignation. If as a result of childbirth, medical complications arise, any available sick leave may be applied for the duration of such incapacity, without regard to the 6 weeks' limitation. If no accrued sick leave is available, sick leave may be granted as provided in paragraphs 3.431d and 3.431e above. Employees, department chairmen, and others concerned have the following responsibilities in connection with the administration of maternity leave:

a. Employee's Responsibilities

(1) As soon as the pregnancy has been determined, a faculty member shall advise the appropriate campus dean of intent to request leave. Other professional employees notify their immediate supervisors. In the event that she wishes to terminate her contract and follows the procedures outlined therein, no prejudice shall attach to such resignation.

(2) In the case of adoption, the employee should determine, in consultation with the appropriate agency responsible for the adoptive placement, when such placement is likely and then advise the appropriate College official of the date leave is to begin.

(3) The employee should allow at least 2 months between the date of the written request and the effective date of leave in order that adequate staffing adjustments may be planned. At the same time, the individual should indicate the date upon which it is intended to return to the College.

(4) Those employees on leave without pay who elect to continue to contribute to the retirement system and/or the Employee Benefit Plan shall be mailed invoices. Retirement contributions shall be payable monthly to the Board of Trustees of Montgomery Community

College, one month in advance of the date due. In lieu of making monthly contributions to the retirement system, employees may elect to pay the total sum of such contributions, with interest, to the Maryland State Teachers' Retirement System and to the College's supplemental retirement system at the time when they return from leave. Contributions to the Employee Benefit Plan shall be payable quarterly. If payments are not made, all benefits shall be cancelled. Contributions to the employee benefit plan shall be at the rate payable by the employee when on active status.

b. Responsibilities of Department Chairmen or Other Supervisors

(1) The department chairman or other immediate supervisors shall determine, in consultation with the employee, whether the anticipated effective dates of leave and return from leave are reasonable, in consideration of the employee's health, responsibilities to the College, and the availability of a competent replacement for the employee.

(2) If the dates of leave and of return from leave have been approved and an earlier or later effective date of leave or return from leave becomes necessary or advisable, the department chairman or other immediate supervisor shall arrange a consultation meeting, as appropriate, with the campus dean, or the Dean of Administration, and the employee or the employee's representative, to decide upon the action to be taken.

3.434 PERSONAL LEAVE

a. Definition - Personal leave is that leave which is granted full-time professional employees normally at no loss in pay for the purpose of meeting unusual or emergency obligations of a civil, political, military, family or personal nature. The leave should be approved before the absence occurs, if possible. Personal leave may be granted:

(1) For purposes of voter registration and election day duties.

(2) To an employee who is subpoenaed as a witness in a civil or criminal case or is called to serve and does serve on a jury. Application for personal leave for this purpose must be made in advance and submitted with a copy of the subpoena. The employee shall transmit any monies received for such an assignment, other than those used for personal expenses (e.g. travel) to the Board of Trustees.

(3) For the purpose of short-term military training or service to any employee who is a member of the National Guard or of the U. S. Armed Forces Reserves and who is required by state or federal laws to report for a training period or for emergency service. Application for leave for such purposes shall be made in advance immediately upon the receipt of notice to report for duty and shall be submitted along with a copy of the official orders. Whenever possible, such leave for employees with less than 12 months of responsibility shall be arranged in non-duty periods. The President may request a change in military orders when such a change seems to him to be in the best interests of the College. The employee on such leave shall have the option

of either submitting to the Board of Trustees any salary received from the Federal government or from any state for the period of leave, or of taking the leave without pay in order to retain the salary earned from the Federal or state government.

(4) For the purpose of allowing a period of absence without loss of pay in the event of bereavement upon the death of a member of the employee's family.

(5) For the purpose of allowing the observance of major religious holidays.

(6) For the purpose of permitting the employee to fulfill emergency and special personal obligations impossible to schedule on non-duty days. This includes such situations as the settlement for the sale or purchase of a house, settlement of the estate of a deceased relative, and other important business or personal matters which make it necessary for the employee to be absent.

(7) By the President for unusual or imperative reasons when no other leave is applicable. Such leave may be given full pay, at loss of full pay, or at loss of substitute pay. Approval for such leave should be secured before the absence occurs.

(8) To oover, automatically, an employee's absence on all days on which he has no assigned duties. This includes official holidays and days when the College is closed for inclement weather or other reasons. Any employee on authorized leave for a period including the foregoing specifically included days may be considered on personal leave on such days.

b. Application Procedure - Leave requested under the provisions of sub-paragraph a (1) through 8) above, should be initiated by the employee at least 10 days prior to the anticipated date of leave, if possible. Central administrative staff personnel shall apply through appropriate administrative channels to the President/Dean of Administration/Dean of Education on the form provided for that purpose, MC Form 3.422. This form may be used for all types of personal leave. Faculty members apply through Department Chairmen and the Academic Dean or Division Chairmen to the Campus Dean on the above mentioned form. The Campus Dean is the approval authority for Faculty and campus Administrators, the President/Dean of Administration/Dean of Education, as appropriate, for those members of the central administrative staff supervised by them: The President for professional personnel in the Office of the President and for the Campus Deans, Dean of Administration, Dean of Education, and Dean of the Faculty; the Dean of Administration and Dean of Education for those in the offices supervised by them.

c. Denial of Request - Requests for personal leave shall be denied only for reasons of being excessive in duration, or on the grounds that such absence would unacceptably impair the academic program of the College. If the department chairman or other supervisor refuses to approve the requested leave, he will notify the requestor who may attach an appeal which will be considered by the final approving authority: Campus Deans for Faculty and College President/Dean of Administration/Dean of Education for those members of the central administrative staff offices supervised by them.

3.435 PROFESSIONAL MEETINGS

Leave for professional meetings is paid leave granted for the purpose of attending off-campus professional meetings (e.g. conventions, conferences, or committees as participant or observer) participation in which requires distant travel or absence on more than one day. The term "Professional Meetings" also includes other college business which requires distant travel. (See paragraph 7.40.) Requests for this type of leave are submitted on MC Form 7.40.

3.44 LONG-TERM LEAVE: POLICIES AND PROCEDURES (Basic Policies and Procedures approved by Board of Trustees, January 19, 1970; revised May 12, 1975)

a. Categories of Leave

There are six categories of long-term leave: Professional Leave, Military Leave, Political Leave, Leave for Personal or Family Illness, Long-Term Maternity Leave and Extended Administrative Leave.

b. Requests for Leave

Requests for approval of long-term leave are to be submitted by memorandum and should contain such specifics as are required to enable the Board of Trustees, the President, and others concerned to render appropriate decisions on the request.

c. Evaluation of Salary Advancement

(1) General

With certain exceptions, included under Professional Leave (paragraph 3.441) and Extended Administrative Leave (paragraph 3.446), employees on leave for more than a semester will not be evaluated for salary purposes and will not be eligible for advancement on the salary schedule for that year.

(2) One-Semester Absence in a Single Academic Year

In general, employees on long-term leave for a single semester will be evaluated for salary advancement on the basis of their performance at the College during the semester not on long-term leave. Thus, faculty members on approved long-term leave for whatever reason for a full semester who teach the other full semester of the academic year at the College will be evaluated but will be eligible only for an evaluation for a rating of "competent" which rating, if granted, could result in a one-step advancement on the salary scale provided that such advancement were otherwise possible.

(3) Two-Semester Absence in Consecutive Academic Years

A faculty member who is on leave for two consecutive academic semesters during consecutive academic years will not be evaluated during the first of these academic years, nor be eligible for a one-step increment for that year. The faculty member will be evaluated for a rating of "competent" during the second academic year and be eligible for a one-step increment, if that is possible.

(4) Evaluation of Sabbatical Leave Report

Faculty members on sabbatical leave during one semester of an academic year should have their sabbatical leave report considered along with the evaluation of the teaching ability of the faculty member.

(5) Effective Date of Advancement

Decisions relating to advancement on the salary scale only become effective in the academic year following the faculty member's return to service at the College.

3.441 PROFESSIONAL LEAVE

Professional leave is defined as that leave granted for academic study or research (sabbatical leave), professional improvement, educational travel, and exchange or overseas teaching. Professional leave up to 12 months is granted only by the Board of Trustees upon recommendation of the President. Guidelines pertaining to each type of leave are contained in the following paragraphs.

a. Sabbatical Leave - Upon written application, sabbatical leave for academic study or research for a period not to exceed one full academic year may be granted by the Board of Trustees upon recommendation of the President. An outline of a planned program must be submitted with the application for leave. In addition, the employee shall furnish a report at the completion of the required program as is required by the President, for review and consideration relative to salary evaluation. An individual shall understand and be cognizant of a personal obligation to take sabbatical leave once requested and authorized by the Board. Although extenuating circumstances may require a requester to forego sabbatical leave, difficulties and inequities for the College could develop from a withdrawal and a subsequent consideration of another request. (Modified by the Board of Trustees 10/19/70 and 10/21/74. See discussion of Res. No. 70-129. See also paragraph 7.38.)

(1) Eligibility - Employees become eligible to apply for this leave after they have served in Montgomery College for at least seven full academic years without sabbatical leave.

(2) Criteria (PAC, November 2, 1972; Board of Trustees, March 19, 1973; November 19, 1973) - Criteria for selection of personnel for sabbatical leave, consistent with Board policy on sabbatical leaves, are recommended by the Faculty Senate, approved by the President, adopted by the Board and circulated annually to all professional personnel. (See also paragraph 7.382.)

(3) Salary Allowance (Board of Trustees, 11/15/71) - Sabbatical leave granted for academic study, research or other purposes is normally for one semester at full pay or for two consecutive semesters at half pay. This salary shall be paid at the beginning of each semester. Academic leave for a full year at full pay shall be granted only in unusual and exceptional cases. In these cases there should accrue either primarily or secondarily a definite benefit to the College. The Board of Trustees will not as a general rule grant a leave of full salary for two consecutive semesters every year.

(4) Benefits - An employee on sabbatical leave shall, for all purposes, be viewed as a full-time employee.

(5) Contractual Agreement (Board of Trustees, September 16, 1974) - An employee accepting sabbatical leave shall enter into written contract whereby he agrees to return to service at Montgomery College for at least a two-year period immediately following the leave of absence.

If the employee fails to return and remain for two years, he shall refund any monies paid to him or on his behalf by the Board of Trustees. The written contract shall also include an agreement that the individual's engagement in additional activities during the sabbatical leave shall be limited and governed by the following:

(a) It is expected that if a faculty member is the recipient of a sabbatical leave, he or she should not accept employment or other commitments external to the College that would interfere with carrying out the sabbatical leave project. Thus, full-time employment or other major employment commitments while on sabbatical leave (unless this is the approved purpose of the leave) would not be appropriate.

(b) In the event that appropriate and unique employment external to the College would be offered to the faculty member during the time of the sabbatical leave, the President or his designee may approve such employment based on a review of the merits of the individual case.

(6) Change of Status Due to Inability to Complete Program - If the employee cannot complete the planned program for which sabbatical leave was granted, it is his responsibility to notify the President. The leave may then be rescinded by the Board of Trustees after which the employee shall be placed on the appropriate leave status, reassigned, or have his contract terminated. Salary allowances and benefits shall be adjusted accordingly with the employee making arrangements satisfactory to the Board of Trustees for payment of any monies paid to him or on his behalf for which he may be liable as a result of a change in leave status.

(7) Evaluation for One-Semester Leave

Because of the difficulty involved in evaluating a faculty member for a "superior" or "excellent" rating when the faculty member is absent from the College for one semester, faculty members absent from the College for one full semester of an academic year will not be eligible during the year in which the leave occurs for a rating of "superior" or "excellent" and will, therefore, be ineligible for a two-step within grade advancement or an advancement to the next higher grade. The evaluation for an absence of one semester will be based on the performance of professional duties during the other semester at the College. Faculty members on sabbatical leave during one semester of an academic year should have their sabbatical leave report considered along with the evaluation of the teaching ability of the faculty member.

(8) Evaluation for a Year's Leave

When a faculty member has been granted sabbatical leave for a full year, the faculty member's report on that leave will form the basis on which evaluation is conducted for a "competent" rating and, if granted, a one-step advancement on the salary schedule, if this is possible. The report will be reviewed by the Subcommittee on Contracts, Rank and Tenure which will make its recommendation to the campus dean. The campus dean, after review, will render his decision followed by appropriate action by the President.

b. Leave for Professional Improvement

(1) General

Upon recommendation of the appropriate dean, leave of absence, without pay, for study or other professional improvement may be granted to eligible full-time professional employees by the President for a period not to exceed one year. The employee must submit an outline of a planned program with his application for such leave. (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971; further modified by Board of Trustees, November 18, 1974)

(2) Evaluation for One-Semester Leave

Because of the difficulty involved in evaluating a faculty member for a "superior" or "excellent" rating when the faculty member is absent from the College for one semester, faculty members absent from the College for one full semester of an academic year will not be eligible during the year in which the leave occurs for a rating of "superior" or "excellent" and will, therefore, be ineligible for a two-step within grade advancement or an advancement to the next higher grade. The evaluation for an absence of one semester will be based on the performance of professional duties during the other semester at the College.

(3) Evaluation for a Year's Leave

Although employees on Leave for Professional Improvement for a full academic year are not eligible for a one-step advancement on the salary scale, exceptions may be considered if an employee has received a grant of academic distinction of a year's duration such as a Fulbright Scholarship, a National Science Foundation Grant, or grants of similar academic stature and merit. In such cases, evaluations are based on the report of what was accomplished during the leave and may result in a maximum one-step increment on the salary schedule, if this is possible.

(4) After Three Years of Satisfactory Service

(a) Eligibility - Employees shall be eligible for a leave of absence for professional improvement after three years of satisfactory service during which they did not receive a sabbatical leave or leave for professional improvement.

(b) Benefits (Modified by the Board of Trustees, 10/21/74)

1. During the employee's period of leave, his contributions to the employee benefit plan shall be paid by the Board of Trustees.
2. During the employee's period of leave, his contributions to the Maryland State Teachers' Retirement System and the College's retirement system shall be paid by the Board of Trustees according to the rules and regulations governing said retirement systems.

(c) Contractual Agreement - An employee granted leave for improvement shall enter into a written contract by which he agrees to return to Montgomery College for at least a one-year period immediately following the termination of the leave. If the employee fails to return and remain in service for at least one year, he shall refund any monies paid to him or on his behalf by the Board of Trustees during the leave period.

(d) Change of Status Due to Inability to Complete Program - If the employee cannot complete the planned program during the period for which leave for improvement was granted, it is his responsibility to notify the President. The leave may then be rescinded by the Board of Trustees after which the employee shall be placed on the appropriate leave status, be reassigned, or have his contract terminated. Benefits will be adjusted accordingly with the employee making arrangements satisfactory to the Board of Trustees for reimbursement of any monies paid by the Board to him or on his behalf for which he is liable as a result of a change in leave status.

(e) Tenure Status on Return from Leave

1. An employee who is on tenure at the time leave for improvement commences will continue to be on tenure at the time he resumes service.

2. An employee who is not on tenure shall waive his rights through contract to consider this semester or year of leave as a probationary semester or year toward tenure by entering into a written contractual agreement. After his return, he shall complete the time required to establish tenure.

(5) After One or Two Years of Satisfactory Service

(a) Eligibility - Employees may be eligible for a leave of absence for professional improvement after either their first or second year of satisfactory service.

(b) Benefits (Modified by the Board of Trustees, 10/21/74)

1. Employees may contribute to the retirement system at their regular rate while on leave. Invoices will be mailed to the employee monthly, with retirement contributions being payable to the Board of Trustees one month in advance of the date due. In lieu of contributions monthly, professional employees may elect to pay directly to the Maryland State Teachers' Retirement System and to the College's supplemental retirement system the total sum of such contributions with interest at the time they return from leave and are reassigned.

2. Employees may contribute to the employee benefit plan while on leave. Invoices will be mailed to the employees with contributions payable quarterly. If payments are not made, all benefits will be cancelled.

(c) Change of Status Due to Inability to Complete Program - If the employee cannot complete the planned program during the period for which leave for improvement was granted, it is his responsibility to so notify the President. The leave may then be rescinded by the Board of Trustees after which the employee shall be placed on the appropriate leave status, be reassigned, or have his contract terminated.

(d) Tenure Status on Return from Leave

1. An employee who is on tenure at the time that leave for improvement commences shall continue on tenure.

2. An employee who has a regular contract but is not on tenure shall, by entering into a written contractual agreement, waive his rights through contract to consider this semester or year of leave as a probationary semester or year toward tenure.

c. Leave for Travel is that leave granted to full-time professional employees without pay to extend the period covered by other forms of professional leave for the purpose of educational travel. Upon written application in advance, and with the recommendation of the appropriate official, the President may grant full-time professional employees leave for travel. Employee benefits and other rights allowed under the original leave will continue during the period of this extension.

d. Leave for Exchange or Overseas Teaching - Upon written application in advance and with the recommendation of the President, the Board of Trustees, Montgomery College, may grant a leave of absence not to exceed one year, for exchange teaching, as part of an exchange by which another approved institution furnishes a faculty member at the other institution's expense. Leave without pay for overseas teaching may be granted by the President upon the recommendation of the appropriate dean. To be eligible for either leave for exchange or leave for overseas teaching, the employee must be on tenure. (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971.)

(1) Credit for salary purposes for one year of successful experience in exchange or overseas teaching shall be granted upon evaluation for a "competent" rating and, if granted, a one-step advancement on the salary schedule, if this is possible. Evaluation will be based on the report of the chairman of the department of the institution where the Montgomery College faculty member has completed the exchange or overseas teaching, as well as on a report to be submitted by the faculty member which will include a description of what was accomplished while on leave. Both reports are submitted to the Subcommittee on Contracts, Rank and Tenure for its recommendation to the campus dean. The campus dean, after review, will render his decision followed by appropriate action by the President. No faculty member on Leave for Exchange or Overseas Teaching during a full academic year will be eligible for a two-step within grade advancement or an advancement to the next higher grade during the time of leave.

(2) An employee on leave for exchange teaching will continue to have his salary paid by Montgomery College, at the salary he would have been entitled to had he not been absent from the College (the salary of his replacement being paid by the other institution.) All usual deductions for participation in the employee benefit plan will be continued and all regular Board contributions will be made for him as though he were teaching at Montgomery College. He will be covered by Montgomery College's Workmen's Compensation policy while performing his teaching duties at the institution to which assigned.

(3) An employee on leave for overseas teaching is not to be paid by Montgomery College but can continue his enrollment in the employee benefit plan by assuming the full cost of contributions which would have been paid by him and Montgomery College had he continued to receive his salary from the College. He will be billed quarterly for these contributions. He shall not be eligible to have the period of overseas teaching counted as a creditable year in the retirement system, unless he is teaching in a government sponsored or government subsidized organization, or in the overseas branch of an institution in Maryland whose employees participate in the Maryland State Teachers' Retirement System. If he teaches in a government sponsored or subsidized organization, he will be allowed to pay his year's retirement contributions upon his reinstatement from leave. If he teaches in the overseas branch of an institution in Maryland whose employees participate in the Maryland State Teachers' Retirement System, his contributions to that system can be deducted from his checks issued by the institution and sent to the Teachers' Retirement System. He will not be covered by Montgomery College's Workmen's Compensation policy while on leave for overseas teaching.

3.442 MILITARY LEAVE OF ABSENCE

a. Definition - Military leave of absence is that leave granted for the purpose of satisfying the responsibilities of prolonged military service.

b. Approval - A full-time professional employee called for military service may, upon written application and with the approval of the President, be granted leave of absence without pay for the duration of the emergency for which he is called. A copy of the military orders must accompany the request for leave.

c. Benefits - With the exception of certain conscientious objectors, (see f. below), an employee granted military leave of absence shall retain the right to be placed in the same or a similar position upon return from leave, subject to the following:

(1) Provided that he is still qualified to perform the duties of such a position; and

(2) Provided he makes application for reinstatement within ninety (90) days from date of separation from such military service, or within ninety (90) days after discharge from a hospital, provided such hospitalization is directly connected with, or related to, and immediately follows or continues after his separation from such military service, and provided the period of hospitalization does not extend beyond a year from the date of such separation. The date of separation from the military service may include the expiration date of any terminal leave after final processing at a discharge facility; and

(3) Provided he submits a copy of the discharge or separation papers.

d. Salary upon Return from Military Leave - Upon completion of military service and upon reinstatement and verification of length of service, an employee shall start at the salary he would have received had he remained continuously in the service of the Board of Trustees.

e. Retirement - The employee, upon reinstatement, shall submit to the Maryland State Teachers' Retirement System official verification of the length of military service.

f. Salary and Leave Benefits for Conscientious Objectors

(1) There are two classes of conscientious objectors, namely:

(a) Class 1 - 0 who does not enter the military service but fulfills this selective service obligation by working for 24 months in an institution approved by the state in which he resides and who is not entitled to veterans' benefits.

(b) Class 1 - A - 0 who enters the armed services but does not bear arms; is subjected to the same hazards as the regular servicemen, and,upon discharge, is entitled to all veterans' benefits.

(2) Policy

(a) Employees who are conscientious objectors and who are Class 1 - 0 shall not be given credit on the salary schedule for this type of service at the time of employment.

(b) A full-time professional employee who is Class 1 - 0 who is drafted and enters this type of program shall be given leave for unusual and imperative reasons and, upon release from his obligation, shall be reinstated to the same or comparable position at the same salary step and in the same status at the time his leave began.

(c) Full-time professional employees who are conscientious objectors and who are Class 1 - a - 0 shall be entitled to all provisions of the salary plan and military leave policies.

3.443 POLITICAL LEAVE

Leave of absence without salary for full-time professional employees for engaging in political activity for the purpose of being a candidate for political office or holding public office, may be granted by the President within the framework of the following rules: (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971.)

a. Full-time professional employees engaged in political activity while on political leave shall make it clear that their utterances and actions are theirs as individuals.

b. Leaves of absence shall be requested in writing.

c. Leaves of absence for campaigning and holding office may be arranged for a definite period. If the candidate is not elected, he shall be returned to his position as soon as possible.

3.444 LEAVE FOR PERSONAL OR FAMILY ILLNESS

On the recommendation of the appropriate dean, the President may grant a leave of absence without pay to an employee when that employee or a member of his immediate family is ill. The leave shall be for definite periods such as a semester or a school year. Application for leave must be submitted in writing and forwarded by the appropriate supervisor with his recommendation. (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971.)

a. Eligibility - Only tenured employees are eligible.

b. Benefits - Employees may contribute to the retirement system while on leave according to the provisions under the Maryland Teachers' Retirement System and the College's Supplemental Retirement System. Invoices will be mailed to the employee monthly, with the retirement contributions being payable to the Board of Trustees of Montgomery Community College one month in advance of the date due. In lieu of contributions monthly, teachers may elect to pay directly to the Maryland State Teachers' Retirement System and to the College's Supplemental Retirement System the total sum of such contributions with interest at the time they return from leave and are reassigned. Employees may contribute to the employee benefit plan while on leave. Invoices will be mailed to the employee with contributions payable quarterly. If payments are not made, all benefits will be cancelled. Contributions to the employee benefit plan shall be at the rate payable by the employee when in active status.

c. Tenure Status

(1) An employee who is on tenure at the time he is granted leave because of personal illness or illness in his immediate family shall remain on tenure.

(2) An employee who has completed four consecutive years of successful experience with Montgomery College or one who has been recommended for tenure at the time leave is granted shall go on tenure at the time he returns from leave and is reassigned.

(3) An employee who is not on tenure shall waive, by entering into a written contractual agreement before being granted leave, his rights to have this period of leave considered as probationary toward tenure. On returning from leave, the employee shall retain the same probationary status as that held at the time this leave was granted.

d. Return from Leave - If the leave granted is for personal illness, the employee will be reinstated at the conclusion of the leave provided a health certificate from the attending physician is submitted attesting to the employee's physical fitness to perform his duties. Reassignment will be made at such time as there is a vacancy for which this employee is qualified.

3.445 LONG-TERM MATERNITY LEAVE

Full-time employees who become pregnant or who determine that they will become an adoptive parent, are eligible for leave without pay for a period not to extend beyond the end of the semester following the semester in which said leave begins. However, if an individual is not on tenure, no semester, more than a month of which falls within such a leave of absence, shall be credited toward the probationary period of tenure. If the employee wishes to resign and follows the procedures outlined in the contract no prejudice shall attach to such resignation. The President may authorize long-term maternity leave upon recommendation from the appropriate dean. The employee may apply for long-term maternity leave whether or not all of the authorized paid leave under paragraph 3.433 has been used. (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971.)

3.446 EXTENDED ADMINISTRATIVE LEAVE (Approved by the Board of Trustees, September 17, 1973)

a. General - Extended administrative leave is defined as that type of personnel development leave authorized and assigned an Administrator or a member of the Faculty or Staff and required for the benefit of the College. College personnel are placed on extended administrative leave only for the purpose of acquiring a set of skills or specific knowledge required for the operation of the College. Placement of an individual on such leave, and the financial arrangements therefor, must be approved by the Board of Trustees. Extended administrative leave will not be used when other methods such as independent or self-programmed study or educational (tuition) assistance will provide the skill needed in the time frame involved. When the criteria for the Educational Assistance Program are met, the program may be used in conjunction with extended administrative leave, with the approval of the President. (See paragraph 3.60.)

b. Eligibility - Any individual currently employed full-time by the College may be placed on extended administrative leave provided that the person is willing and that, normally, the person has been in the service of the College for at least four consecutive years. Declining the offer to be placed on this leave will not affect the person's employment status at the College.

c. Salary and Benefits - All salary and benefits normally received will continue during an individual's leave. In addition, expenses for travel, room and board may be paid by the College, as warranted.

d. Contractual Agreement - An individual who agrees to be placed on extended administrative leave must contract to return to the College upon its completion for twice the duration of the leave but in no case less than the equivalent of half of an academic year. Failure to return and serve will make the individual liable for all monies paid to him or on his behalf by the College, unless relieved of this obligation, in part or in full, by the Board of Trustees for such reasons as disability or death.

e. Duration of Leave - Extended administrative leave is normally for no more than the equivalent of a semester. The minimum duration of extended administrative leave will usually be more than two weeks. Personnel development leave of two weeks or less will normally be considered under the category of short-term leave to attend professional meetings. Although extended administrative leave will usually be for periods in excess of two weeks, an individual's daily absence over a continued period of time while on extended administrative leave might well be for only a fraction of a working day, for example, two hours per day for six weeks.

f. Tenure

An individual on this leave will have the time of authorized absence count toward tenure or other employment status and will return to the same or equivalent position on return from leave.

g. Evaluation

(1) One Semester of Leave

Because of the difficulty involved in evaluating a faculty member for a "superior" or "excellent" rating when the faculty member is absent from the College for one semester, faculty members absent from the College for one full semester of an academic year will not be eligible during the year in which the leave occurs for a rating of "superior" or "excellent" and will, therefore, be ineligible for a two-step within grade advancement or an advancement to the next higher grade. The evaluation for an absence of one semester will be based on the performance of professional duties during the other semester at the College.

(2) One Year of Leave

Should a faculty member be granted extended administrative leave for more than a semester, evaluation will be conducted for a "competent" rating and, if granted, a one-step advancement on the salary schedule, if this is possible. This evaluation will be based on consideration of a report on what had been accomplished during the leave with specific reference to the acquisition of the set of skills or specific knowledge for which purpose the leave was originally approved. No faculty member on Extended Administrative Leave during a full academic year will be eligible for a two-step within grade advancement or an advancement to the next higher grade during the time of leave.

(See also Paragraph 7.38 - Administration of Personnel Development Leave.)

3.447 OTHER LONG-TERM LEAVE

The Board of Trustees may authorize, upon recommendation of the President, long-term leave with pay for unusual and imperative reasons not covered by any of the foregoing categories of leave. The President may authorize, upon recommendation from the appropriate dean, long-term leave without pay for categories of leave not covered in the preceding paragraphs pertaining to long-term leave. A determination will be made in each case concerning continued participation in the retirement and other benefit plans and payments therefor. (Modified by the Board of Trustees, November 1, 1971; see reading agenda November 19, 1971.)

3.45 DISABILITY LEAVE (Approved by the Board of Trustees, 3/19/74; modified 12/16/74)

3.451 POLICY

All eligible College personnel who have been disabled because of sickness or accidental bodily injury may be granted disability leave with pay during the first 12 calendar months of disability. Eligibility for disability leave is determined in accordance with the following definitions.

a. Definitions

(1) An eligible person is one who has completed at least six months

of continuous service with the College and who is an Administrator, Faculty or Staff member of the College who works at least half time in a regular budgeted position on a continuing basis.

(2) Eligibility for disability leave does not require that a person be a participant in the long-term disability insurance plan to which the College makes contributions.

(3) A disabled person is one who, by reason of sickness or bodily injury, is completely unable to engage in his or her regular occupation.

(4) Due proof is a medical opinion by a legally qualified physician as to the nature and extent of the sickness or injury responsible for the person's inability to completely perform his or her regular tasks at the College. This opinion should include a statement as to the effective date of such complete disablement, an estimate as to the probable duration of the disability and should state clearly that the individual is completely unable to report to work for medical reasons. When in the opinion of the President or his designated representative, or the Board in instances requesting its approval, there is a reasonable doubt as to the nature and/or extent of a disability claim, the individual may be required to have a second medical examination by a legally qualified physician to be selected by the College and paid for by the College. In cases where the legally qualified physician retained by the College and the legally qualified physician retained by the individual disagree as to whether or not the individual is a completely disabled person, the two physicians shall together select a third physician to also examine the disabled individual at the College's expense; the majority opinion of the three physicians involved shall prevail.

(5) Regular pay is the compensation per pay period at the current salary rate exclusive of extra compensation for such things as coaching, special projects, summer school and community services instruction.

b. Disability leave provides for salary continuation at 80% of regular pay after exhaustion of all accumulated sick leave and all advanced sick leave and continues for as long as six consecutive months. In all cases except Workmen's Compensation cases, one year's entitlement of sick leave shall be advanced before disability leave is granted and the employee shall be indebted to the College for such advanced sick leave except in the event of death or disability retirement occurring before the indebtedness has been repaid.

c. Upon completion of the period authorized under (b) above, disability leave may be continued at 60% of regular pay for the remainder of the 12 month period following the first date of sickness or injury.

d. In instances where the disabled person qualifies for Workmen's Compensation, Social Security or other disability compensation plans to which the College contributes, the rate of salary continuation by the College under (b) and (c) above shall be reduced by the amount of such compensation received from these other plans.

e. In all cases where the requested period of disability leave exceeds by more than 30 calendar days the expiration of all earned and advanced sick leave, the request shall require approval by the Board of Trustees.

Modification 127, May 23, 1975

f. In instances where due proof (as defined above) establishes disability effective during a period of approved leave without pay or during the no pay period for continuing 10-month personnel (only those who have been committed to return to pay status) salary continuation under (a) above shall commence on the date the individual was scheduled to return to active duty and pay status.

g. If a disabled person engaged in any rehabilitative work for wage or profit, the disability leave pay otherwise payable with respect to any month during this 12-month period, will be reduced by 80% of the amount of such wage or profit to which the employee is entitled for such work during that month.

h. The period of 12 calendar months for which the College grants paid disability leave shall not be extended. Successive unrelated disabilities shall entitle the individual to a new 12-month period under the disability leave provisions. In the event an individual returns to work prior to the end of the initial 12-month period and subsequently is unable to continue at work because of the original disability, the individual is entitled to receive the benefit of any remaining unused balance of the original 12-month salary continuation permissible under these regulations.

i. Disability leave with pay shall not be granted for disabilities caused or contributed to by:

   (1) war or any act of war, whether [illegible]red or undeclared;

   (2) intentionally self-inflicte[illegible]

   (3) injury sustained in the cc[illegible] or in consequence of having participated in committing [illegible]ony;

j. Eligibility for paid disability leave will automatically case on:

   (1) the date the individual returns to active duty with the College;

   (2) the individual's 65th birthday;

   (3) the date upon which the individual retires under the College retirement plan, if prior to 65th birthday;

   (4) the date on which employment with the College ceases;

   (5) the date on which the individual ceases to be under the care of a legally qualified physician;

k. No period of time during which disability leave pay is being received shall be counted toward satisfaction of the required probationary period for granting of tenure or permanent status.

l. Persons on approved disability leave with pay shall not earn annual or sick leave and shall be paid in accordance with paragraphs 3.451b and c above for all compensable days including official college holidays falling during the period of disability leave.

3.452 PROCEDURES

a. The individual, or his or her representative, completes a copy of MC Form 3.45 "Application for Disability Leave"* and submits the completed form along with due proof of disability to the Personnel Office through the appropriate administrative channel for processing and approval.

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*To be published. Until publication, requests for approval of disability leave are to be submitted by memorandum and should contain such specifics as are required to enable those concerned to render appropriate decisions on the request.

(Reverse is blank.)

b. On the basis of this medical opinion, and any other pertinent information available, the Director of Personnel shall establish the effective date of disablement.

c. The Personnel Office makes the necessary arrangements with the Director of Finance to effect salary continuation during periods of approved disability leave.

d. In all cases where the requested period of disability leave with pay exceeds by more than 30 calendar days the expiration of all earned sick leave, the Personnel Office shall prepare the required materials for requesting Board of Trustees' approval.

e. The Director of Personnel is the designated representative of the President for purposes of administering Section 3.451 a (4) of the policy on Disability Leave.

3.453 ACCOUNTABILITY

a. The Director of Personnel is responsible for the administration of the disability leave program.

b. Appeals from disability leave decisions of the Director of Personnel may be made to the President.

3.51 GROUP HEALTH AND LIFE INSURANCE PLAN

3.511 BENEFIT PLAN COVERAGE

All persons employed by Montgomery College who work at least half time and who occupy regular budgeted positions on a continuing basis are eligible to participate in the Group Health and Life Insurance Plan consisting of life, accidental death and dismemberment, long term disability, hospitalization, surgical, medical, dental, and major medical coverages. The College pays 80% of the premiums attributable to this insurance program. (See brochure "Montgomery College Group Health and Life Insurance Plan" for details.) All questions concerning this insurance should be referred to the Personnel Office.

3.512 ENROLLMENT

The Personnel Office will explain the Group Insurance Plan to all persons employed by the College and will provide each individual with a copy of the benefit plan brochure. Each person will complete either an enrollment or a refusal card dependent upon his or her desire to participate in the plan. If enrollment is completed during the first 30 days of employment, no evidence of insurability is required and coverage becomes effective (except for long term disability insurance which has a 6 month waiting period) on the first of the month following enrollment. Enrollment after the first 30 days of employment may be accomplished only after provision of evidence of insurability satisfactory to the insurance company.

3.513 TERMINATION OF EMPLOYMENT

Upon termination of employment with the College, an individual who is enrolled in the group insurance plan may convert certain portions of the College group insurance to individual coverage with the College insurance carrier. In order to take advantage of this conversion privilege, the terminating person must contact the insurance company and accomplish the necessary conversion paperwork within 30 days of the date of termination.

3.514 CLAIM PROCEDURES

a. Health Insurance

Each enrolled person and spouse is provided an identification card which contains information descriptive of the plan, in addition to identifying data. Claim forms are also provided at the time of enrollment and additional claim forms may be obtained as needed from the Personnel Services Office. To apply for benefits, the individual presents the identification card and a claim form to the hospital, physician, dentist, laboratory or other provider of health services. The provider of health services may verify coverage by telephoning the John Hancock Mutual Life Insurance Company; 703-534-6077 (collect, if from another toll zone). The provider of health services submits the claim form to the local office of the insurance company and payment is made directly to the provider of the health service, except for major medical claims which are paid directly to the individual who has submitted the claim.

b. Long-Term Disability Insurance

Claim forms for use by the enrolled person are available in the Personnel Services Office. Benefits are paid directly to the enrolled person.

c. Life Insurance

Upon the death of an enrolled person, the Personnel Services Office should be notified immediately. Three copies of the death certificate or an attending physician's report, whichever is most expedient, will be required for processing of a death claim by this office.

3.515 BENEFITS FOR PERSONS ON LEAVE AND FOR RETIREES

a. All coverages for which an individual is enrolled remain in effect during periods of authorized leave.

b. Certain portions of the College group insurance program continue in effect for retirees. These include a reduced amount of life insurance and basic health insurance. The Personnel Services Office should be contacted for details of the coverages continued for retirees.

Modification 106, July 20, 1973

3.52 FINANCES FOR PROFESSIONAL MEETINGS

Permission for leave for full-time faculty for professional meetings is granted by the appropriate campus dean after application through the department chairman and other intermediate supervisors. There is an account in the budget for expenses incurred for such meetings. The faculty members should consult with their division chairman or academic dean, concerning the amount allowed, and after attending the meeting, present to him an itemized form for forwarding to the campus dean. (See also paragraph 7.40)

3.53 FINANCES FOR INTER-CAMPUS TRAVEL

The regular in-county allowance is 12¢ per mile. This allowance applies to personnel traveling between campuses on authorized college business. (See also paragraph 7.40)

3.54 TAX-SHELTERED ANNUITIES

3.541 PURPOSE

Tax-sheltered annuities should be considered principally as supplemental retirement income.

3.542 PROVISION

a. Simply Stated, a Tax-Sheltered Annuity Provides:

(1) An employee may elect to have his salary reduced - Federal income tax paid on reduced amount.

(2) The employer purchases a nonforfeitable annuity in an amount equal to the salary reduction.

(3) Federal income tax to be paid by employee or retiree on full amount received from annuity.

b. Options: (Board of Trustees, March 19, 1973)

Employees have the opportunity to purchase tax-sheltered annuities from the Teachers Retirement System of the State of Maryland, The Prudential Insurance Company of America or the Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF). Forms are available at the Employee Services Office.

c. Employee's Contribution: (Reduction of Salary)

There is a legal limit to the amount of reduction of salary allowed. Employees may request the Teachers' Retirement System, the Prudential Insurance Company or TIAA-CREF to calculate the maximum participation allowed.

d. Employer Participation:

The employer purchases annuity on request of the employee with the funds withheld from employee. There are no employer matching contributions to the annuity fund.

3.55 RETIREMENT BENEFITS

3.551 BACKGROUND

a. Full-time employees of the College are permitted to participate in the retirement systems as follows:

(1) Maintenance, custodial, and cafeteria employees are enrolled only in the Montgomery Community College Retirement Plan (Aetna supplemental).

(2) In order that College policy be in accord with State policy, and to provide for optional membership or other provisions which the State may from time to time provide, by Resolution 70-89, July 7, 1970, the Board of Trustees provided that "all eligible Faculty and Staff shall become members of the Teachers' Retirement System of the State of Maryland subject to the provisions of the Public General Laws of Maryland, as amended from time to time."

(3) The Montgomery Community College Retirement Plan is a supplementary plan to (2) aforementioned. Participation is automatic for Faculty, Staff, and Administrators who belong to the Maryland State Teachers' Retirement System. By Board Resolution 74-37, February 18, 1974, participation is voluntary for those employees described in subparagraph (1) above.

b. Those who are enrolled only in the Montgomery Community College Retirement Plan (3.551a (1)) will receive all of their retirement income from the Aetna Life Insurance Company, which administers the plan. Those enrolled in both the Maryland State Teachers' Retirement System and the Montgomery Community College Retirement Plan will receive two checks - one from the Teachers' Retirement System and a supplemental check from the Aetna Life Insurance Company.

3.553 BENEFITS

a. Benefits that accrue from the Teachers' Retirement System, without supplementation from the College plan, accrue in the following manner:

$$\frac{\text{Years of creditable service}}{55} \quad \text{x} \quad \text{Average final compensation for highest three consecutive years}$$

b. Retirement benefits paid, as a result of participation in both systems or in the College plan only, are calculated in the following manner:

Years of service (to a maximum of 36) x 2.0% x Average final compensation for highest three consecutive years

3.57 FACULTY EMERITUS (Board of Trustees, May 18, 1970; Modified September 25, 1972)

3.571 POLICY

a. All faculty members and administrators holding faculty rank who retire with a minimum of ten years service with Montgomery College shall be designated faculty emeritus with appropriate rank or title, subject to approval of the Board of Trustees.

b. Retiring faculty members and administrators holding faculty rank with less than ten years service with the College may be considered for such honor by the Faculty Senate on an individual basis and be accorded the rank of faculty emeritus if the Faculty Senate so recommends to the President and the Board of Trustees approves.

c. All personnel designated as faculty emeritus shall be so listed in the college catalog and be given such other recognition and honors as may be appropriate to persons of this rank.

3.572 PROCEDURE (Approved by College President, June 26, 1970)

Upon receipt of a faculty member's request for retirement, or retirement of an administrative staff member holding faculty rank, the Office of the President will notify the Dean of the Faculty and the Chairman of the Faculty Senate. If the member has had ten or more years service, the Dean of the Faculty will prepare a memorandum from the President to the Board of Trustees recommending faculty emeritus status. If the member has less than ten years service, the Senate will consider the case and submit its recommendations to the College President through the Dean of the Faculty who will furnish his comments to the President. If faculty emeritus status is recommended by the Senate, the Dean of the Faculty, and the President, the Dean will prepare the necessary memorandum to the Board. If not recommended by the Senate, a memorandum to the Board is not required. If the recommendation for emeritus status by the Senate is not accepted by the President, the Office of the President will prepare an appropriate memorandum to the Board of Trustees in order that it may make a final determination in the case.

(Reverse side is blank.)

3.60 EDUCATIONAL ASSISTANCE PROGRAM (Board of Trustees, August 27, 1971; Modified by approval of the FY73 Operating Budget, p. 516 and the FY74 Operating Budget, Appendix G-1)

3.601 POLICY

The purpose of the Educational Assistance Program (EAP) is to assist all eligible College employees with educational expenses in order:

a. To help them perform more effectively in their current job classifications through improved knowledge and skills.

b. To help them in preparing for higher level responsibilities in the College by virtue of broadened capabilities.

3.603 DEFINITIONS

a. An eligible employee is one who is working full time at the College and who has completed six months of employment with the College.

b. Eligible study is any course or training program, offered either for credit or not for credit, which is related to any of the functional areas of the College in which an eligible employee works or through normal career progression may expect to work, if qualified.

c. An acceptable educational institution is: a public or private secondary, vocational, trade, or business school; or a public or private college, university, professional school, or technical institution. It is expected that the educational institution is accredited or recognized by some agency or governing body from within its general functional area or frame of reference.

d. Educational expenses are the costs for tuition, books and materials required for the eligible study approved through the EAP procedures.

e. Satisfactory completion is the obtaining of any grade or designation other than failure in accordance with the standards established by the institution or organization attended.

3.605 FINANCIAL BENEFIT

a. The maximum financial benefit in the form of assistance to defray educational tuition expenses for eligible study is $400 per employee, per fiscal year. Of this $400 maximum, $50 may be applied toward the cost of books and materials necessary for the approved course(s).

b. In instances where the employee is eligible for benefits under the Tuition Waiver Plan (see paragraph 3.61),reimbursement of up to $50 per fiscal year for required books and supplies may also be allowed from EAP, provided that the course of study at Montgomery College is job-related or a part of a degree or certificate program which is job-related.

c. Funds shall normally be apportioned for use by Faculty, Administrators, and Staff members based upon the percentage of eligible College employees in each category. Variations from this apportionment will be approved by the Administrative Vice President.

Modification 114, April 4, 1974

d. An employee receiving other educational benefits, including Veterans' Administration benefits, for a given course of study, is eligible to receive benefits under EAP for the same course only if the other benefits do not cover the full cost of tuition. In such cases the amount of benefit under EAP is limited to the difference between the amount of the total tuition costs and the amount supplied by the other benefits, except that, in addition, the EAP benefit is subject to the limitation set forth in paragraph 3.605a.

e. The costs associated with this benefit for study during regular summer school sessions will be charged to the budget of the fiscal year in which such summer school session ends.

3.607 APPLICATION PROCEDURES

a. The employee is responsible for applying at an appropriate, acceptable educational institution for admission to or enrollment in a course or program of eligible study.

b. To apply for EAP benefits, an eligible employee completes MC Form 3.607b, "Application for EAP/Tuition Waiver Plan Benefits", and submits the completed form according to the following:

(1) An administrator shall submit the completed forms to his supervisor who shall review the application for accuracy of data, make a recommendation regarding approval of the selected study and forward the application to the Director of Personnel. The Director of Personnel shall review the application for proper procedure and give approval of the selected study within the established guidelines.

(2) A staff employee shall submit the completed forms to his supervisor who shall review the application for accuracy of data, make a recommendation regarding approval of the selected study and forward the application to the Director of Personnel. The Director of Personnel shall review the application for proper procedure and give approval of the selected study within the established guidelines.

(3) A faculty member shall submit the completed forms to his department chairman who shall review the application for accuracy of data, make a recommendation regarding approval of the selected courses and forward the application to either the Campus Dean (for faculty assigned to the Takoma Park Campus) or the Academic Dean (for faculty assigned to the Rockville Campus). The Campus Dean or Academic Dean shall review the application, give approval of the selected study within the established guidelines, and forward it to the Director of Personnel for processing. The Director of Personnel shall review the application for content and preper procedure.

After complete processing and approval, the copies of the application form are distributed to: the Personnel Office, the supervisor, and the employee.

c. When an application for EAP involves study during normal work hours, an agreement detailing how the employee is to make up the lost time must be attached to the application. This agreement must be signed by the employee and his supervisor and approved by an appropriate administrator. Approval should be granted only in instances where the absence of the employee will not result in any interruption of normal services of the office or department concerned and where the study desired is not generally available outside of the regular working hours.

d. Upon completion of processing and/or approval of the application, the Personnel Office will, upon request as indicated on the application form 3.607b, issue the employee a letter authorizing the selected educational institution to bill the College for the proper tuition expenses within the limitations set forth in paragraph 3.605. If the employee so chooses, he may instead receive the benefit by reimbursement. (See paragraph 3.608a).

e. In the event the educational institution selected is not willing to bill the College, the employee will normally receive this benefit by reimbursement. (See paragraph 3.608a). However, if in such instances the eligible employee does not have sufficient funds to pay the eligible expenses in advance, he may so certify to the Director of Finance on MC Form 3.607b, and the Director of Finance may advance the employee an appropriate amount to cover only the actual expenses incurred and within the limitations set forth in paragraph 3.605, as an interest free educational loan. Such a loan is to be repaid via the reimbursement procedure. (See paragraph 3.608a).

f. In all cases, the application should be received by the Personnel Office no later than 15 days prior to registration. An employee should submit his application in time to allow his supervisor sufficient time to meet this deadline.

3.608 REIMBURSEMENT AND REPORTING PROCEDURES

a. Upon completion of approved study for which an employee paid the approved educational tuition expenses himself because either he did not choose to use a letter from the College authorizing the selected institution to bill the College directly, or because the selected institution was not willing to bill the College, reimbursement may be requested by submitting MC Form 3.609, "Request for EAP Reimbursement," to the Personnel Office, accompanied by a tuition receipt and evidence of satisfactory completion of the approved study. Receipts will be required also for reimbursement for costs up to $50 of necessary books and materials. After approval by the Personnel Office, this form is sent to the Finance Office for processing and reimbursement to the employee. In cases where the employee received a loan from the College, the processing of the form, after it is approved, will effect the payment.

b. In order to be eligible for continued financial benefits under EAP, the employee must have submitted evidence of satisfactory completion of all study for which he has received EAP benefits, to his supervisor and to the Personnel Office, or have applied to the Personnel Office for excused withdrawal for reasons of health, family obligations, or similar compelling considerations.

c. Employees who do not satisfactorily complete study for which EAP benefits have been received must reimburse the College for all monies that the College has expended in relation to that specific study which was not satisfactorily completed before being eligible to apply for any further benefits under EAP.

3.609 ACCOUNTABILITY FOR EAP

The Director of Personnel is responsible for the administration of the EAP. Appeals from decisions of the Director of Personnel may be made to the Administrative Vice President.

3.61 TUITION WAIVER PLAN (Approved by the President, December 20, 1973)

3.611 GENERAL

The purpose of the Tuition Waiver Plan is to allow college employees, under certain conditions, to enroll in courses for credit at Montgomery College without paying tuition charges. There is no limit on the number of courses that can be taken, nor is there any requirement as to the grade level that must be maintained.

3.612 DEFINITIONS

a. Eligible personnel are all full-time college employees.

b. Eligible study is any credit course offered at Montgomery College having at least ten regularly enrolled students and scheduled outside of the individual's normal working hours.

3.613 APPLICATION PROCEDURES

a. To apply for Tuition Waiver Plan benefits, an eligible employee completes MC Form 3.607b, "Application for EAP/Tuition Waiver Plan Benefits", and submits the completed form according to the following:

(1) An administrator shall submit the completed form to his supervisor who shall review the application for accuracy of data and forward it to the Director of Personnel. The Director of Personnel shall review the application for proper procedure. If within established guidelines, he shall approve it. If rejected, the applicant shall be notified of the reason therefor.

(2) A staff employee shall submit the completed form to his supervisor who shall review the application for accuracy of data, make appropriate recommendations and forward it to the Director of Personnel. The Director of Personnel shall review the application for proper procedure. If within established guidelines, he shall approve it. If rejected, the applicant shall be notified of the reason thereof.

(3) A faculty member shall submit the completed form to his department chairman who shall review the application for accuracy of data, and forward it to either the Campus Dean (for faculty assigned to the Takoma Park Campus) or the Academic Dean (for faculty assigned to

the Rockville Campus). The Campus Dean or Academic Dean shall review the application, make recommendations, and forward it to the Director of Personnel. The Director of Personnel shall review the application for proper procedure. If within established guidelines, he shall approve it. If rejected, the applicant shall be notified of the reason therefor.

b. In conjunction with the Tuition Waiver Plan, application may be made under the Educational Assistance Program for up to $50 to defray the cost of books and materials in cases where the course of study is job related. (See paragraph 3.60.)

3.614 ACCOUNTABILITY AND APPEALS

The Director of Personnel is responsible for the administration of the Tuition Waiver Plan. Appeals from decisions of the Director of Personnel may be made to the Administrative Vice President.

(Reverse is blank.)

3.75 PROFESSIONAL PERSONNEL RECORDS (Board of Trustees, October 14, 1968)

3.751 POLICY

The personnel record of any past or present member of the professional staff of the College is considered a confidential record of the College. Access to such a record is limited to those persons who have legitimate requests for information contained therein. Only duly authorized personnel of the College as designated by the President are permitted to extract and disseminate requested information from this record. In the event a legal jurisdiction shall subpoena the release of records, this shall be construed to mean all files except those which are considered to be privileged information. Those considered to be privileged information are: letters of recommendation; reference forms; university and college placement papers; other confidential material related to initial appointment; and medical, psychiatric, or other confidential material which has been received by the College with the understanding that in the best interests of the individual concerned it would not be divulged to him.

3.753 TYPES OF FILES

a. The College maintains four types of files for professional personnel; a central file, a salary file, a payroll file, and a campus file.

b. (1) The central file consists of:

(a) The official contract for employment

(b) Other legal documents related to employment

(c) For all administrators, the personnel folder containing the material listed below under campus file.

(2) The Administrative Vice President is responsible for the compilation and administration of the above records for all administrators. An administrator shall have the right to the review of his own personnel file by himself or by his duly authorized representative, designated as such in writing by the individual, in accordance with the following policies and procedures:

(a) An appointment must be made for the review with the Administrative Vice President, who shall be the sole person to conduct such a review.

(b) The material listed in 3.753e(1) and 3.753e(2) is removed from the file by the Administrative Vice President prior to the review session.

(c) The entire review is conducted in the office of the Administrative Vice President and no material is permitted to leave the room or to be removed from the file.

c. The salary file consists of:

(1) A copy of personnel action sheets, contractual letters, and other documents which authorize the payment of salary.

(2) A copy of forms related to insurance, retirement, fringe benefits, and leave authorization.

(3) Copies of other documents that are pertinent to the administration of personnel compensation and benefits.

d. The payroll file consists of official authorization for salary and related benefits.

e. The campus file consists of:

(1) Letters of recommendation, reference forms, university and college placement papers, and other confidential material related to initial appointment.

(2) Medical, psychiatric, or other confidential material which has been received by the College with the understanding that in the best interests of the individual concerned it would not be divulged to him.

(3) Original application for employment.

(4) Copies of personnel action sheets, contractual letters, and other documents which authorize the payment of salary.

(5) Copies of forms related to insurance, retirement, fringe benefits, and leave authorization.

(6) Other documents that are pertinent to the administration of personnel compensation and benefits.

(7) Evidence of compliance with the legal aspects of employment, such as the annual proof of freedom from active tuberculosis.

(8) Correspondence and memoranda relevant to the individual's employment and association with the College after initial appointment.

(9) Materials related to the required evaluation procedures.

(10) Archival records of noteworthy achievements that provide biographical data for appropriately acknowledging the individual on special occasions.

3.755 LOCATION OF FILES

a. The central file is kept in the College Administrative center. The Administrative Vice President is responsible for the security of this file until such time as it is deposited in the College Archives in accordance with the provisions of the Comprehensive Records Schedule. The College Archivist assumes responsibility for the security of this file at that time.

b. The salary file is located in the Personnel Office of the College central staff. The Director of Personnel is responsible for the security of this file.

c. The payroll file is located in the payroll office. The payroll supervisor is responsible for the security of this file until such time as it is deposited in the College Archives in accordance with provisions of the Comprehensive Records Schedule. The College Archivist assumes responsibility for the security of this file at that time.

d. The campus file is located in the office of the Campus Dean for the campus to which the individual is primarily assigned. The Campus Dean is responsible for the security of this file until such time as it is deposited in the College Archives in accordance with the provisions of the Comprehensive Records Schedule. The College Archivist assumes responsibility for the security of this file at that time.

3.757 ADMINISTRATION OF AND ACCESS TO FILES

The degree of access authorized to a professional personnel file is determined by the legitimate need of the inquirer. The type of information disseminated is, therefore, a function of the source of the inquiry. Information authorized to be given to various sources, and the persons permitted access to the records are indicated below. With the exception of a confirmation of employment by the Director of Personnel, no information about a professional staff member will be given over the telephone by anyone.

a. The central file is administered by the Administrative Vice President, who is responsible for its security until such time as it is deposited in the College Archives. This file is open to the President, the Administrative Vice President, and only to other personnel duly authorized in writing by the President or the Administrative Vice President.

b. The salary file is administered by the Director of Personnel, who is responsible for its security. This file is open to the President, the Administrative Vice President, the Director of Personnel, and staff members designated by the Director of Personnel as those necessary to carry out the assigned functions of the personnel office. Since this file is merely a working file containing material that is normally duplicated in the appropriate campus file, all requests for access to such records should be referred to the office of the campus dean.

c. The payroll file is administered by the payroll supervisor, who is responsible for its security until such time as it is deposited in the College Archives. The file is open to the President, the Administrative Vice President, the Director of Finance, the payroll supervisor and staff members designated by the Director of Finance, as those necessary to carry out the assigned functions of the payroll office.

d. (1) The campus file is administered by the Campus Dean, who is responsible for its security until such time as it is deposited in the College Archives. The Campus Dean shall be responsible for the compilation of the material listed in 3.753e(1) and 3.753e(2) and for the placement of this material and other material in the file. [For administrative staff members, see 3.753b(2).] The individual has the right to review and respond in writing to any material in the file except that listed in 3.753e(1) and 3.753e(2) in accordance with the following policies and procedures:

(a) He may prepare a statement in response and may include evidence in support of the response. If the individual desires to make no statement in response, he may so state in writing.

(b) If the individual so wishes and so requests in writing, a copy of the material to which he has taken exception and for which he has written a response statement, shall be forwarded, together with his response to the Subcommittee on Renewal of Contracts, Rank, and Tenure for appropriate investigation. The subcommittee's summary of findings, the individual's statement and supporting material, and the original material in question shall all be placed in the file.

(2) The campus file is open at all times to the President, the Administrative Vice President, the Dean of the Faculty, and the campus dean.

(3) An individual member of the professional staff shall have the right to the review of his own personnel file by himself or by his duly authorized representative, designated as such in writing by the individual, in accordance with the following policies and procedures:

(a) An appointment must be made for the review with the campus dean, who shall be the sole person to conduct such a review.

(b) The material listed in 3.753e(1) and 3.753e(2) is removed from the file by the campus dean prior to the review session.

(c) The entire review is conducted in the office of the campus dean and no material is permitted to leave the room or to be removed from the file.

(4) Other college personnel are permitted access to the campus file in accordance with the following policies and procedures:

(a) Prior to the individual's initial appointment, the file is open to the Rockville Campus Academic Dean, Takoma Park Campus division chairmen, associate deans of students, and department chairmen for the purpose of assisting in the pre-appointment analysis. (The procedures for such reviews are indicated in the policies and procedures for the hiring process.)

(b) After the individual's initial appointment, the file, with the exception of the material listed in 3.753e(2) is open to the Rockville Campus Academic Dean, Takoma Park Campus division chairmen, and the associate deans of students. (The campus dean is responsible for the removal of the excepted material before review by the aforementioned persons.) The Academic Dean, division chairmen, and associate deans of students must review the file in the office of the campus dean, so that at no time will the file leave that office.

(c) All other requests by all other college personnel must be channeled through the Academic Dean on the Rockville Campus, a division chairman on the Takoma Park Campus, or an associate dean of students, who, after review of the file, will supply such information as is appropriate.

(5) Outside requesters for information may, upon proper identification and authorization, have an interview with the campus dean. The campus dean will retain the file and answer questions from it. Properly authorized written requests will be given an appropriate response by the campus dean. In the event a legal jurisdiction shall subpoena the release of records, this shall be construed to mean all files unless only a specified portion thereof is demanded. Notification of such subpoena action shall be given to the individual concerned and to the President of the College. The President, or his designated representative, will assure the safe transport of appropriate records to the legal jurisdiction which has issued the subpoena.

e. All non-current professional personnel files deposited in the College Archives are administered by the College Archivist, who is responsible for their security. Access to these records is governed by the provisions of 3.757a, 3.757b, 3.757c, and 3.757d.

CHAPTER VI

EDUCATIONAL PROGRAM

6.00 PHILOSOPHY (Board of Trustees, Resolution 301-66, May 23, 1966)

The philosophy of Montgomery College is expressed in the following generalizations:

a. The College must strive for excellence in each of its different programs with the aim of educating each individual to the level of his highest potential.

b. The College has an obligation to keep its program varied in accordance with the changing educational needs and interests of the community.

c. The College provides a favorable learning climate to meet the needs of a diverse student body by a close student-teacher relationship, by individualized instruction and, above all, by a faculty and administration devoted to teaching and to continued improvement in instructional methods.

d. The College believes that a sound guidance and counseling program which helps students to achieve self-understanding and to make realistic educational plans is an essential part of a community college program.

e. The College sponsors a variety of cultural, educational, and leisure activities outside the classroom to encourage the student to broaden his knowledge and appreciation of the arts, the sciences, the humanities, and the social issues of our time.

f. The College considers it to be a fundamental responsibility to provide a broad liberal education for all students enrolled in a curriculum so that they may increase their appreciation and understanding of the world of ideas, scientific inquiry, and human relations.

g. The College, although liberal in its admissions policy, will require of its students academic performance of high quality and rigorous intellectual discipline.

6.01 OBJECTIVES (Board of Trustees, Resolution 301-66, May 23, 1966)

The primary aim of Montgomery College is to create an educational environment which opens up opportunities for each student to learn and to work in a community of scholars and to develop the following abilities and attitudes:

a. To appraise realistically his goals, abilities, achievements, and behavior.

b. To expand his knowledge, understanding, and appreciation of the world about him.

c. To prepare for adult responsibilities as a citizen and a member of family and community groups.

d. To practice social conduct based on ethical and spiritual values.

e. To develop skills and basic intellectual qualities for further higher education, continuing education, and occupational proficiency.

f. To develop aesthetic appreciation of literature, music, the visual arts and his cultural heritage.

g. To develop social responsibilities, leadership characteristics and to learn how to participate in a democratic society.

h. To learn to judge men and issues critically and to base decisions and conduct on such judgment.

i. To understand conditions for healthful and effective living and to develop social poise and mature conduct.

6.02 PROGRAMS (Board of Trustees, Resolution 301-66, May 23, 1966)

a. To attain its philosophy and objectives, the College has a variety of programs as follows:

    (1) Curriculums preparing for upper-division degree programs at universities and other colleges.

    (2) Technical and semi-professional programs for students who want to prepare for immediate employment.

    (3) A pattern of similar course requirements in general education for all students enrolled in a curriculum.

    (4) A variety of continuing education offerings for adults and college graduates, including both credit and non-credit courses, designed for employment, re-employment, and re-training in various professional and semi-professional fields.

    (5) A broad and expanding series of forums, lectures, short courses, concerts, dramatic productions, art exhibits, athletic events, and other activities intended to balance the total instructional program.

    (6) Individual counseling services for all students to help them in planning their programs of study and in solving

their transfer and other problems.

b. Among the special programs of the College are the following:

(1) A review program for assisting new students who desire either remedial work or additional opportunity to develop fundamental skills in mathematics, English, and reading.

(2) An early placement program in higher education for selected high school seniors who want to accelerate their college studies.

(3) An honors program for students of outstanding ability who respond to the challenge of participating in independent study, seminars, and interdisciplinary offerings.

(4) An extensive summer program for students enrolled at the College, for undergraduates from other institutions, and for high school graduates who wish to begin their college studies.

c. In all of these programs and services, aimed at the development of the intellectual and cultural interests of its students, the College strives to be a vital educational-cultural center of the community.

6.03 MASTER PLAN FOR EDUCATIONAL PROGRAMS AND SERVICES

(Approved by the Board of Trustees, June 9, 1969)

6.031 GENERAL

The College has adopted a master plan for the development of educational programs and services on each of its campuses. As new campuses are contemplated, similar plans will be developed for them, upon which plans the construction of facilities will be based. This section describes the framework upon which the master plan has been developed; the offices responsible for the administration of that plan; and, finally, the master plan for each campus.

6.033 PROGRAM AND SERVICE COMMITMENTS

In planning its development as a community institution of higher education, the College should use -- in addition to its adopted statement of philosophy, objectives, and programs -- the following statements as a framework for its decisions:

a. The College should be an "open-door" college. In addition to its excellent academic program which should be continuously strengthened, the College should be prepared to offer any educational program or service needed by the post-high school age citizens of its service area.

b. The College should welcome opportunities to utilize the entire County -- its facilities and its people -- as a College resource.

c. The College should be planned as a comprehensive system rather than as a collection of comprehensive campuses.

d. All campuses of the College should be considered as coordinated and supportive segments of a single college system.

e. The College campuses should serve as community service centers.

f. The College should be an exploratory center for the great bulk of students who have not yet fixed on their career goals.

g. The College should anticipate and respond quickly and positively to changing needs and patterns.

6.035 MASTER PLAN ADMINISTRATIVE RESPONSIBILITIES

a. The President of the College is responsible for the general administration of the master-plan statement of "College-wide Program and Service Commitments" (see paragraph 6.033 above), utilizing the services of appropriate administrative staff offices.

b. Each campus dean is responsible for:

(1) The administration of the campus master plan of program and service commitments for his particular campus and

(2) The development of plans and recommendations for the fulfillment of the campus plan and for appropriate changes in the campus plan.

The campus dean shall use the resources and services of the administrative staff in the fulfillment of these responsibilities.

6.036 MODIFYING THE MASTER PLAN

a. The Board of Trustees is responsible for authorizing changes in the master plan of the College and its campuses.

b. Recommendations for changing the master plan of programs and services of the College and its campuses shall be reviewed by the President and his staff prior to the time such recommendations are transmitted to the Board for its consideration.

c. Recommendations regarding changes in a campus master plan shall be made directly to the appropriate campus dean for his review and subsequent recommendation to the President. The campus dean, prior to making a recommendation to the President, shall consult with appropriate campus and college faculty and staff in order to assess the justification and various implications of the proposed changes.

d. In the event the Board of Trustees establishes a new campus of the College, the Board is responsible for approving the master plan of programs and services for the new campus, after receiving a recommendation from the President of the College, after due study, analysis, and/or consultation, as might be appropriate.

6.037 MASTER PLAN FOR THE TAKOMA PARK CAMPUS

The following program and service commitments are authorized for the Takoma Park Campus (1500 full-time students):

a. General Areas Authorized for Degree and Certificate Programs of the Campus:

(1) General liberal arts and sciences

(2) Allied health

(3) Computer science and technology

(4) Art

(5) Engineering

(6) Business

(7) Social services *

(8) Secondary education

(9) Personal services *

(10) Repair and maintenance services *

(11) General education exploratory program

(12 Inter-discipline seminar program

b. Degree Curricula Authorized for the Campus:

(1) Transfer-oriented Curricula:

(a) Art (to be limited by the availability of specialized facilities provided on campus, namely, an art-suite with several multi-use laboratories)

(b) Business Administration

(c) Engineering (to be limited by the availability of specialized supporting facilities provided on campus)

(d) Liberal Arts **

(e) Liberal Sciences and Mathematics **

(f) Medical Technology

(g) Pre-dentistry

(h) Pre-medicine

(i) Pre-optometry

(j) Pre-pharmacy

(k) Secondary Education **

(l) Computer Science -- Science-Mathematics Option (to be limited by the availability of specialized facilities on campus, namely, terminal input/output devices connected with the central computer on the Rockville Campus)

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* The Campus Dean is to recommend for Board consideration a plan for the formation of a local planning committee related to these general areas, as indicated on pages 4-5 and 4-6 of the Report on Long-Range Educational Planning for Montgomery Junior College. (EPIC)

** Curricula listed in items (d), (e), (k) (p) and (q) (under Transfer-oriented Curricula) are to be considered for appropriate modification as the specific plans for curricula under items (r) and (s) are developed by the Campus and approved by the Board of Trustees for implementation.

Modification 52A, July 20, 1969 (P&P)

- (m) Radiation Science
- (n) Pre-law
- (o) Home Economics
- (p) General Education -- Humanities-Social Science Option **
- (q) General Education -- Science-Mathematics Option **
- (r) General education exploratory program ***
- (s) Inter-discipline seminar program ***

(2) Technical, Semi-Professional, and Other General Degree Curricula Authorized for the Campus:

- (a) Dental Assisting
- (b) Dental Laboratory Technology
- (c) Nursing
- (d) Medical Laboratory Technician
- (e) Radiologic Technology
- (f) Radiation Technology
- (g) Mental Health Technician
- (h) Medical Secretarial
- (i) Legal Secretarial
- (j) Executive Secretarial
- (k) General Business
- (l) Computer Technology -- Business Option (to be limited by the availability of specialized facilities on campus, namely, terminal input/output devices connected with the central computer on the Rockville Campus)
- (m) Computer Technology -- Science-Mathematics Option (to be limited as specified in item (l) immediately above)

** Ibid

*** These are to be new curricula developed by the campus, through processes provided for by the Campus Dean, and must be approved by the Board of Trustees prior to implementation. See pages 4-4 and 4-5 of the EPIC Report for a description of these items.

(n) General Education -- Humanities-Social Science Option **

(o) General Education -- Science-Mathematics Option **

(p) General education exploratory program ***

(q) Inter-discipline seminar program ***

c. Certificate Programs Authorized for the Campus:

Secretarial

d. General Service Commitments for the Campus:

(1) A wide range of student personnel services to support the program commitments of the campus

(2) Diversified and innovative instructional approaches to individualize learning

(3) Developmental-skills services to assist students to review and develop competencies needed for educational success (see Sections 3 and 4 of the EPIC Report for concepts)

(4) Honors courses for qualified students

(5) Advanced educational placement services

(6) Early placement services for high school students

(7) A variety of community services through non-credit offerings, cultural programs, and community use of campus facilities

(8) Athletic activities appropriate to the facilities limitations of the campus

6.038 MASTER PLAN FOR THE ROCKVILLE CAMPUS

The following program and service commitments are authorized for the Rockville Campus (5000 full-time students):

a. General Areas Authorized for Degree and Certificate Programs of the Campus:

(1) General liberal arts and sciences

(2) Computer science and technology

(3) Engineering and engineering technologies

(4) Performing and fine arts

** Ibid

*** Ibid

- (5) Business
- (6) Communications technologies
- (7) Governmental services
- (8) Education and educational support services
- (9) Hospitality services
- (10) Protective services

b. Degree Curricula Authorized for the Campus:

- (1) Transfer-oriented Degree Curricula:
    - (a) Art
    - (b) Business Administration
    - (c) Education for Industry *
    - (d) Engineering
    - (e) Liberal Arts
    - (f) Liberal Sciences and Mathematics
    - (g) Music Cultural or Professional
    - (h) Music Education - Vocal or Piano
    - (i) Music Education - Instrumental
    - (j) Pre-dentistry
    - (k) Pre-medicine
    - (l) Pre-optometry
    - (m) Pre-pharmacy
    - (n) Education - Elementary *
    - (o) Education - Secondary
    - (p) Computer Science-- Science-Mathematics
    - (q) Physical Education *

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* The Takoma Park Campus Dean is responsible for phasing out this curriculum at the Takoma Park Campus within the next year or two so that this curriculum will be offered only at the Rockville Campus thereafter.

(r) General Education -- Humanities - Social Science Option
(s) General Education -- Science-Mathematics Option
(t) Cartography
(u) Geography
(v) Community Planning
(w) Pre-law
(x) Home Economics

(2) Technical, Semi-Professional and Other General Degree Curricula Authorized for the Campus:

(a) Engineering Aide *
(b) Fire Science *
(c) General Business
(d) Police Science *
(e) Executive Secretarial
(f) Legal Secretarial
(g) Medical Secretarial
(h) Advertising Art *
(i) Printing Technology *
(j) Computer Technology - Business Option
(k) Computer - Technology -- Science-Mathematics Option
(l) Physical Education *
(m) Community Planning
(n) Cartography
(o) Geography
(p) Electronic Technology *
(q) General Education -- Humanities-Social Science Option
(r) General Education -- Science-Mathematics Option

c. Certificate Program Authorized for the Campus:

Secretarial

d. General Service Commitments for the Campus:

(1) A wide range of student personnel services to support the program commitments of the campus.

(2) Diversified and innovative instructional approaches to individualize learning.

(3) Developmental-skills services to assist students to review and develop competencies needed for educational success. (See Sections 3 and 4 of the EPIC Report for concepts.)

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*Ibid

(4) Honors courses for qualified students.

(5) Advanced educational placement services.

(6) Early placement services for high school students.

(7) A variety of community services through non-credit offerings, cultural programs, and community use of campus facilities.

(8) A range of athletic activities appropriate to the diversified facilities of the campus.

6.05 ACCREDITATION

Montgomery College has been granted full accreditation by the Maryland State Department of Education and the Middle States Association of Colleges and Secondary Schools. The campus deans plan for and prepare the necessary documentation for accreditation or re-accreditation of their respective campuses, under the coordination of such person as may be designated by the President.

6.06 CAMPUS AVERAGE CLASS SIZE

The Board of Trustees, on January 15, 1975, adopted Resolution number 75-1 which specified that each campus, for the campus as a total unit, is to attain an average class size of 25 students and that such an average class size is to be attained within the next several years.

6.07 CRITERIA FOR DEVELOPMENT OF THE COLLEGE CALENDAR (PAC, July 12, 1973)

6.071 GENERAL

The following criteria will be used in the development of the College's academic and administrative calendars beginning with the Academic Year 1974-75. These criteria will be reviewed each year by the Calendar Committee which will recommend by March 1 any modifications considered desirable as a result of changing concepts or experience gained.

6.073 HOLIDAYS

The holidays listed below are the weekdays on which the College will be closed for all personnel except those required to be present for the safety and security of college facilities. When New Year's Day or Independence Day falls on a Saturday or a Sunday, the holiday will be observed on the following Monday.

College Holidays	Date	No. of Days
Labor Day	First Monday in September	1
Election Day	First Tuesday after the first Monday in November for years of Presidential elections	1
Thanksgiving	Fourth Thursday and Friday of November	2
Winter Vacation	College closes for seven week days (Mondays through Fridays), a maximum of two of which will be before December 25.	7
Inauguration Day	January 20 every four years	1
Spring Vacation	Thursday and Friday preceding Easter Sunday	2
Memorial Day	Last Monday in May	1
Independence Day	July 4	1

Except for those years which include a Presidential Election Day and an Inauguration Day, the College will be closed for 14 week-days annually.

6.074 ACADEMIC CALENDAR

a. Background

(1) By Resolution 70-109, dated September 14, 1970, the Board of Trustees stated that the academic calendar for Montgomery College shall insure at least 15 full weeks of classes, exclusive of registration and the usual examination week. The following pattern for the academic year calendar is geared to and satisfies the above requirements, the desire of the Faculty and students to have the first semester end before the winter vacation, and the general pattern approved for 1972-73 and 1973-74.

(2) The academic calendar will recognize all days listed in paragraph 6.073 above as holidays during which time the College is closed. Beginning with the first day for Faculty in the fall semester and ending with the last professional day in the second semester, members of the teaching faculty are also entitled to "recess" on such days as there are no scheduled classes, professional days, advising or registration days, examination days, or holidays.

b. Academic Year Guidelines

(1) Preceding the first day of classes for each semester, there will be:

One professional day
One professional (preparation) day
Three advising and final registration days

(2) Following the last day of classes of each semester, there will be:

Four days of examinations
One to two professional days

(3) The following schedule will be used in developing the calendar for the first semester of each academic year:

Final registration for fall semester.......	Three days, the week before classes begin
Classes begin........................	Fourth Monday in August
Early registration for spring semester.....	Scheduled over 15 calendar days beginning Wednesday of the 12th week of classes
Last day of classes..................	16th Saturday after classes begin
Winter recess and holidays...........	Begin after the last professional day

(4) The following schedule will be adhered to in preparation of the academic calendar for the second semester:

Final registration for the second semester .	Three days the week before classes begin
Classes begin..............................	Next to last Monday in January
First early registration for fall semester .	Monday through Friday, 2 weeks preceding last day of classes.
Last day of classes........................	16th Saturday after classes begin
Graduation (Friday)........................	13 calendar days after classes end

(5) The calendar shall be developed so as to provide an equal number of calendar days in the two semesters of the academic year. The days considered shall be the total from the first day for the faculty in the first semester to the last professional day of the second semester. (See paragraph 7.301) (President's Advisory Council, September 26, 1974)

c. Summer Term Guidelines

The following schedule will be adhered to in preparing the calendar for the summer term:

Advising and registration for all sessions (2 days)..........................	19 calendar days after graduation
Classes begin for all sessions (Monday).....	24 calendar days after graduation
Last day of classes for 7-week session......	7 weeks after classes begin

d. Requirements for Commencement

The above schedule for the second semester provides a 7-day interval between the last day of examinations and the required date of delivery of commencement programs to the College. Allotment of this number of days to publication has proven barely adequate in the past and has proven satisfactory primarily when final examinations for prospective graduates have been scheduled before the last day of examinations. This type of scheduling has enabled faculty to provide grades for such individuals to Data Systems by the absolute deadline of 5 p.m. on the day following the last day of examinations. Such scheduling and faculty cooperation are necessary in order to provide a commencement exercise within a reasonable time between the closing of College for students and their graduation. If the period is elongated, there is a strong possibility that even fewer students and members of the Faculty will attend commencement than is currently the case.

6.075 SUBMISSION OF DETAILED CALENDAR

Based upon the above criteria, the Chairman of the Faculty Senate will submit a specific calendar for each year to the President for his consideration. A suspense date of September 15 is established in order that the proposed calendar can be considered by the President's

College Advisory Council at its September meeting and by the Board of Trustees at its meeting in October.

6.08 COLLEGE HOURS AND CLASS SCHEDULING

a. During the academic year the college offices are open daily Monday through Friday from 8:30 a.m. until 5:00 p.m. Some campus offices and the switchboards are open from 7:30 a.m. until 9:00 p.m. (Rockville, 10:00 p.m., Mondays through Thursdays.)

b. Each campus maintains a day and an evening schedule of classes from Monday through Friday. Day classes are normally between 8:00 a.m. and 5:30 p.m., evening between 6:00 p.m. and 10:00 p.m. A detailed schedule of classes is published three times a year.

c. Either by advance scheduling or by designating a free period(s) each week, campuses provide time for student activity, faculty, departmental, and committee meetings.

6.10 ASSIGNMENT OF INSTRUCTIONAL STAFF

Each instructor in the College will be assigned to one of the departments listed in paragraphs 2.04b or 2.05b.

(Reverse is blank.)

6.13 COURSE DEVELOPMENT

6.131 NEW COURSES

a. When a new credit course is being developed it will normally be designated for implementation on only one campus during the first year. The campus of implementation will be recommended by the Dean of Education to the President with due consideration for the recommendations or advice of the course sponsor; appropriate department chairmen; campus administrators, including the campus dean; the Curriculum Committee; and the Faculty Senate. When a new course is being developed and the Dean of Education determines that it is in the best interest of the College to implement it in its first year on more than one campus, he may recommend this action through the Dean of Education to the President after appropriate consultation. Following the initial year of implementation, based on experiences and observations and, where appropriate to the campus offerings, the course may be allocated to another campus. (Original approval, PAC, February 22, 1973)

b. Proposals for new credit courses are submitted through the appropriate department chairman to the Curriculum Committee for consideration. Those interested in submitting such proposals should first contact either the department chairman or the Curriculum Committee Chairman for guidance concerning format, deadlines, and other similar details. After approval by the Faculty Senate and the President, their description is included in the next edition of the college catalog. According to Maryland Standards for Two-Year Colleges, March 26, 1969, the catalog must include "a description of each course and its prerequisite (if applicable) to be offered during the year for which the catalog is issued." In rare and unusual instances, subject to the approval of appropriate college officials and representative groups, an exception may be made if the College is able to implement the courses and if offering the courses is deemed to be in the best interests of the students and the College. Credit courses newly included in the catalog may be offered for the first time during the summer session if desired by the appropriate department and if permitted by budgetary consideration. (PAC, September 3, 1969, August 26, 1970, and December 21, 1972.)

c. The office responsible for non-credit courses is that of the Dean of Community Services.

6.132 CREDIT COURSES

The Curriculum Committee, established by the College Faculty Senate, is resppnsible, among other functions for preparing recommendations to the Senate concerning:

a. New credit courses

b. Revisions or elimination of present credit courses

c. Changes in credit given for courses

d. Establishment of credit-course prerequisites

Modification 102, March 30, 1973

6.133 CATALOG COURSE DESCRIPTIONS (Approved by President, January 12, 1972)

a. General

As noted in paragraph 6.131a above, the College catalog must include a description of each credit course offered. Credit courses are listed in the catalog after having been properly processed through the Curriculum Committee, the College Faculty Senate, and the President's Curriculum Advisory Council, and after having received final approval from the College President. Courses will be listed without any annotation after their titles if they are to be offered on both campuses. If, according to the master plan or a special determination of the President, the course is to be presented on one campus only, the words "_(campus)_____ only" will be included in the catalog opposite the title of such course. If, because of budgetary, facility, or staff limitations, the course is not to be offered at a given campus during any particular academic year, the following words, as a temporary annotation, will appear in parentheses after the title of the course: "Not offered on the (__________________campus) this year."

b. Amending Course Annotations

(1) Course annotations as described above, may be deleted or modified only upon approval of the President or those persons to whom he has delegated such authority.

(2) Each campus dean may approve the insertion or deletion of a temporary annotation referring to the offering of a course already approved for the campus for which he is responsible.

(3) Notations indicating a permanent restriction on course offerings may be modified only after approval of the Dean of Education or the President. When it appears to the cognizant campus dean that such a restriction should be added or deleted, the dean will forward his recommendations, properly substantiated, to the Dean of Education, who will render a final decision. Any appeal of a decision by the Dean of Education must be made in writing to the President.

c. Amending Course Descriptions (Modified by President, December 21, 1972)

(1) Procedures for substantive changes to course descriptions in the catalog are established and distributed by the Curriculum Committee and the Faculty Senate. (See Appendix A of the Faculty Handbook.) These procedures will include coordination with campus deans and department chairmen. Upon favorable action by the Faculty Senate on recommended substantive changes to courses, such changes will be sent directly to the Dean of Education by the Chairman of the Curriculum Committee. If the Dean of Education concurs in the changes, he will authorize the Director of Public Information to include them in the catalog. If differences arise which cannot be resolved by the Dean of Education, the proposed changes will be referred to the President for decision.

(2) Non-substantive changes may be made to course descriptions already included in the catalog provided that they have the concurrence of the department chairmen and the Chairman of the Curriculum Committee. On the other hand, any non-substantive changes suggested by the Director of Public Information must be approved by the Chairman of the Curriculum Committee who will coordinate with the department chairmen.

6.134 GUIDELINES ON RELATIONSHIP OF CONTACT TO CREDIT HOURS (President's Advisory Council, February 27, 1975)

a. Credit for courses to be considered by the College normally is to be based on the following equivalents:

INSTRUCTIONAL TECHNIQUE	COURSE CONTACT HOURS	COURSE CREDIT HOURS
Lecture/seminar/discussion	1	1
Science laboratory (instructor supervised)	2 or 3	1
Studio and other laboratory (instructor supervised; includes off-campus)	2 or 3	1
Field laboratory/work experience (usually in a hospital, clinic, or industrial setting)	3 to 5	1
Open laboratory and auto-tutorial	1 to 5	1

b. The contact hours and credit hours of courses already approved and in the catalog will not be automatically changed as a result of these guidelines. Current offerings, however, could be changed if appropriate recommendations and approvals are obtained. A proposal for a course revision must be fully justified on its own merits, with the above norms being used as guidelines.

c. Catalog entries describing the number of semester hours and number and nature of contact hours must be included in all instances.

6.135 NON-CREDIT COURSES

a. All non-credit offerings will be classified as either:

(1) Non-credit degree related or non-credit certificate related or

(2) Special purpose, non-credit offerings not within the framework of the A.A. degree or the certificate.

b. The Dean of Community Services and the Dean of Education will decide into which classification a proposed non-credit offering should be placed.

c. The decision as to whether a non-credit offering is degree or certificate related or whether it is not related to either of these is based on the following:

   (1) All courses which are prerequisites for admission to the College or to a curriculum of the College or prerequisite to a course in a degree curriculum or to a course in a certificate program will be considered degree or certificate related.

   (2) All other non-credit offerings are non-degree, non-certificate related.

d. If a proposed non-credit course falls within the framework of the A.A. degree or a certificate program, it may be taken by the Dean of Program Development to the Advisory Committee described below. If the non-credit offering is not degree or certificate related, it will be implemented directly by the Dean of Community Services.

e. Suggestions concerning new non-credit courses may be submitted directly to the Dean of Community Services from individual faculty members, department chairmen, division chairmen, academic deans, members of the community, or the administrative staff.

f. The procedures described above permit the direct implementation of non-credit offerings which are not degree or certificate related; they also preserve the faculty's interest in determining the courses and curriculums within the associate in arts degree and certificate programs.

g. For financial support of non-credit offerings, see paragraph 6.403b.

6.14 CURRICULUM AND PROGRAM DEVELOPMENT

6.141 GENERAL

a. The overall program of the College will be continually appraised to assure that the programs and courses offered meet the needs and desires of the community and the students. Suggestions for curriculum and program development are initiated by individual members of the Faculty, Administration, and Staff and citizens of the community. Those interested in submitting such proposals should contact first the Department Chairman or the Dean of Education for guidance concerning format, deadlines, and other similar details. New credit courses and changes in existing credit courses and programs are processed in sequence through the Curriculum Committee, Faculty Senate, and the President, while new programs will also have to be processed through the State-level agencies and approved by the Board of Trustees.

b. All proposed new courses, curricula and revisions to courses and curricula must be submitted to the President by the Faculty Senate by June 1 of each year. (Approved by the President, July 26, 1974)

6.142 POLICY (Board of Trustees, October 19, 1970)

If money is approved by the Board of Trustees for inclusion of a program in the budget, then this inclusion is a final commitment to offer that program so that supporting publicity, recruitment, and publication in the catalog can proceed in sufficient advanced time, although subsequent failure of funding may, on occasion, require rescission of the commitment to offer the program.

6.143 DEFINITION OF TERMS USED IN THE PROGRAM DEVELOPMENT SEQUENCE

To assist those who become involved with new programs, the Office of the Dean of Education maintans an up-to-date document referred to as Program Development Procedures (PAC, April 27, 1972). It should be referred to by those who become involved in this type of planning. Definitions used in connection with that document are:

a. New Program

A new program is defined as any course series not previously offered by the College and arranged in a scope and a sequence leading to a degree or certificate.

b. Certificate Program

A certificate program is defined as a college-level program consisting of at least 12 semester hours and generally less than 60 semester hours not necessarily including any courses in the arts and sciences. These programs carry the same performance and academic requirements as do degree programs. (Definition adopted by Maryland State Board of Education - see New Maryland Standards for Two-Year Colleges, page 1 and 4.)

c. Program Sponsor

A qualified full-time or part-time faculty or staff member, or a community resource person particularly knowledgeable in a certain discipline or specialty or thoroughly familiar with the skills and knowledge required of a graduate of a program in order to successfully pursue his chosen life work; such a person, usually serving with released time, would advance a certain program of study through the initial and intermediate stages of the program development sequence up to the final approval by the Board of Trustees.

d. Program Coordinator

A qualified faculty or staff member who serves on a released time basis, or prospective faculty member, or a community resource person who is assigned or appointed to promote the development of a given program in the final stages of the program development process as indicated in Phase III of the latter. A coordinator of an occupational program may, or may not, be a department chairman, but by virtue of his specialized education and experience in a given occupational area, he assumes responsibility for the development and implementation of the program. In the event the coordinator is not a department chairman, he is directly responsible to the department chairman under whom the program operates. (The functions of an occupational program coordinator are described in par. 3.216.)

e. Program Director (PAC, January 28, 1970)

A director of occupational programs will coordinate and administer the activities in a cluster of related programs, i.e., aspects common to each of them. Individual coordinators will report via the department chairman, if appropriate, to the program director, who in turn will be responsible to the appropriate administrator.

f. Released Time

An appropriate load reduction granted to a full-time faculty member or to a newly-appointed staff member which is commensurate with the amount of time and effort needed to advance a program through the initial, intermediate, and final stages of the program development sequence.

g. Appropriate Department Chairman, Division Chairman, Academic Dean, and Campus Dean

Any of the above-named college officials, as determined by the Dean of Education, who at a given point in time or at some future time, may have an interest or involvement in the development of a program of study and who should be fully and properly advised of developments in a certain program area.

h. Course Outline

A summary statement setting forth the purpose, goals, and objectives of the course; scope -- content, outline of major topics and emphases, and bibliography; course prerequisites; the teaching methods and techniques used (lectures, seminars, discussions, lab experiments, team teaching, guest lecturers, class and outside reading, written reports, research paper, library research, course project, field work, and other hands-on activities); etc.

6.145 PROCEDURES (PAC, April 9, 1970)

a. A request for further information of community needs for new programs is made to the Dean of Education, who in turn, will suggest for reference current or past studies, as available, in the professional resources section of the library of the Rockville Campus or elsewhere. This material will reflect national, state, regional and local studies made at government or private sector request. Should the appropriate information not be available or should there be a need to update or to reflect local needs to a greater degree, the Dean of Education will forward such request to the Dean of Institutional Research and Analysis.

b. A plan of action for a study to establish the need for a new program through informal and formal surveys and research studies will be mutually agreed on by the Dean of Institutional Research and Analysis and the Dean of Education in consultation with the program sponsor (see definitions in 6.143).

c. The sponsor will incorporate the results of the study in the documentation of the program proposed. The Director of Institutional Research and the Dean of Education will continue to serve as resource people for the program.

6.146 AMENDING CURRICULUMS (Approved by President, January 12, 1972)

Minor changes may be made to curriculums already included in the catalog without referral to the college President providing that they have the approval of the Dean of Education and the concurrence of the chairman of the Faculty Senate or, if he desires to decentralize such matters, the chairman of the Curriculum Committee. If there is disagreement among the aforementioned, the proposed changes will be referred to the President for decision.

6.147 OCCUPATIONAL PROGRAM COORDINATORS (PAC, April 9, 1970)

a. General

An occupational program differs from other curriculums by the fact that it is concerned with the development of specific job competencies and, in many cases, must comply with professional-technical and/or legal standards of education and performance. These programs involve extensive contact with professional and community groups and, in most cases, utilize extended campus facilities such as health and social agencies, which are essential for the students' educational experiences. The individual occupational program may have unique aspects which require variation in organizational structure, curriculum requirements, staffing patterns and relationships, and contractual agreements with extended campus facilities.

b. The Coordinator

To satisfy the specific characteristics of occupational programs, as as described above, each program is placed under the supervision of an occupational program coordinator. The definition of this position is found in paragraph 6.143d, the functions and authorization for released time or extended contract in paragraph 3.216.

6.15 PLANNING FOR MAJOR INNOVATIONS IN TEACHING (PAC, January 9, 1969)

6.151 GENERAL

Major innovations as defined in the following procedures are those which require significant departures and additions in the capital and operating budgets of the College to cover such items as additional personnel, alterations or additions to buildings and rooms, major increases in supplies and materials, and significant additions of equipment, etc. In the paragraphs which follow, the term "innovations" refers to "major innovations" as indicated above.

6.153 PURPOSE

These guidelines have been developed to assist those concerned with:

a. Identifying experiments and/or innovations in the effective utilization of faculty talents and services.

b. Implementing effectively experiments and/or innovations in the educational program.

c. Securing evidence regarding the effectiveness of such experiments and innovations.

6.155 PROCEDURAL STEPS IN IDENTIFICATION AND APPROVAL OF INNOVATIONS

a. The faculty member initiating a request for approval of an innovation or experiment in the educational structure should present his proposal in writing through the appropriate department chairman. The method for introducing innovations will follow the same general outline as as used for presenting proposed curriculum changes and new courses. This outline includes:

   (1) A preliminary description of the project including expected outcomes.

   (2) A preliminary research design.

   (3) A preliminary cost/time analysis.

   (4) A preliminary implementation schedule.

b. The department chairman and Academic Dean or division chairman, in turn, review the proposal and submit their recommendations to the campus dean concerned.

c. The campus dean appoints an ad hoc committee on innovations to review the proposed innovation or experiment. The ad hoc committee on innovations includes membership from the campus concerned and, as an ex officio member, the Dean of Institutional Research and Analysis. College-wide representatives may be involved in particular areas on the initiative of the committee. The committee should pay particular attention to:

(1) Research Design

The Dean of Institutional Research and Analysis, a member of the committee, is a valuable source for advice and committee development of the proposed research design for experimentation and innovation.

(2) Personnel Needs

Because of budgetary implications, the supporting documents for justification of required personnel and feasibility of obtaining them should be developed in consultation with the appropriate sections of the college staff.

(3) Alterations/Additions to Buildings and Rooms

When applicable, the appropriate staff must be consulted.

(4) Supplies, Materials, and Equipment Costing

This area, as part of the preliminary report, should be reviewed and, where necessary, developed in further detail in consultation with the appropriate offices.

d. Once the ad hoc committee's review is completed, copies of its recommendations will be forwarded to the department chairman, division chairman, and the campus dean concerned who will act as a final review committee.

e. The action of the final review committee will be coordinated together with budgetary implications by the campus dean who will present his recommendations on the subject to the President.

f. Favorable action by the President will result in implementation of the program unless Board action is needed.

g. After final approval is obtained, the campus dean assists the concerned faculty in the implementation of the program. He will appoint a project director from the department or division who will supervise the general operation of the innovation to include the collection of adequate research data and the establishment of appropriate deadlines for the submission of progress reports.

h. Interim and final reports and recommendations will be filed as part of the archives of the College. When appropriate, a final report may be prepared for the Board of Trustees.

6.156 SUMMARY

a. Any experimental and/or innovation program depends upon the readiness of the College to encourage and expedite such programs and, on the other hand, upon an orderly and responsible reporting and review structure which will assure the use of a disciplined approach to such innovations. Such encouragement by the administration must be matched by faculty readiness to accept the strictures of the research design. Upon completion, recognition of the changes and applications brought about in the classroom by innovation and experimentation will serve as further encouragement to other faculty. At the same time, recognition of such major contributions to the College's education program should assist in making the application of research procedures a part of the development of the professional discipline involved.

b. Translation of the ideas for experimental and innovative programs into classroom implementation requires a professional dedication both as to means and ends.

6.16 EXPLORATORY COURSES (Approved by the President, May 27, 1975)

6.161 GENERAL

a. Exploratory Courses are those introduced initially on a trial or pilot basis. They provide faculty and students an opportunity to experiment with ideas and to explore areas of knowledge and new instructional techniques of particular interest or benefit to them. Such courses may be either departmental (disciplinary) or interdepartmental (interdisciplinary) and may involve current or special interest topics or ways of conducting instruction. These courses will aim to further an atmosphere of excitement, purposeful dialogue, lively experimentation, or rewarding experiments in discovery. They will enhance a student's understanding of the various methods and concepts useful in acquiring and using knowledge and will offer him the opportunity to relate problem solving techniques to personal experience.

b. To be enrolled in an Exploratory Course (XC), students must have appropriate entry-level communication and computational skills.

c. Class-size standards applicable to regular college credit courses will apply also to Exploratory Courses.

6.162 GUIDELINES FOR OFFERING EXPLORATORY COURSES

a. An interested person will prepare a proposal for an Exploratory Course. This person will be referred to as the course initiator or course sponsor. The proposal should be prepared according to the regular New Course Proposal form (Appendix A, 1.09 Faculty Handbook). In addition, the sponsor must follow the guidelines for Exploratory Courses on the sponsor's campus. If the proposal is approved, a course description and supporting materials will be kept on file in the campus dean's office for information purposes.

b. A particular Exploratory Course can be offered a maximum of three times without going through formal all-college approval processes. It will be examined at the end of the first term and likewise at the end of the second term to determine whether it should be offered again. Each course will be subject to final exploratory evaluation prior to being submitted through the regular curriculum process. If it proves viable, it will be formalized through all-college processes and, when approved, will be listed in the catalog as a regular course offering. While the course is in the college review process it may be offered up to a maximum of three additional times, subject to Exploratory Committee evaluation. Any extension of time should be at the discretion of the Exploratory Committee. If, in the due process of college course approval, the proposed course is not approved, then the course will no longer be offered for college credits.

6.163 EXPLORATORY COMMITTEE---COMPOSITION: TERM OF OFFICE AND DUTIES

a. The Exploratory Committee will be appointed by the campus dean after consultation with the appropriate faculty governance body of that campus. The Chairman will be selected by members of the committee. This committee will be responsible for recommending rejection or approval of each Exploratory Course proposal. The campus dean is responsible for final action on each recommendation, and will advise the Exploratory Committee in writing why he does not concur with a particular recommendation.

b. The Committee shall consist of five full-time faculty members. Except for the terms of those first appointed, the term of office shall be three years on a rotating basis.

c. At time of Committee review of a particular proposal the sponsor, the sponsor's department chairman and sponsor's division chairman or Academic Dean will serve in a non-voting consultative capacity.

6.164 COURSE APPROVAL AND EVALUATION PROCESSES

a. When a proposal is submitted to the Committee, the course sponsor should send an information copy of the proposal to the department chairman in related academic areas on the sponsor's campus as well as on other campuses. Abstracts will also be distributed for information purposes to designated individuals at all campuses and Central Administration.

b. Recommendations of the Exploratory Committee will be forwarded to the campus dean, who is responsible for authorizing the introduction of each course.

c. The Committee is responsible for evaluating the particular Exploratory Course according to a prescribed schedule. The Committee may request progress reports on a particular course during a semester.

d. Deadlines for submission of course proposals and for evaluation of pilot courses will be specified by the campus dean and published each semester.

6.165 EVALUATION OF EXPLORATORY PROGRAM

a. Each campus dean of a campus where there is an Exploratory Program in operation will include it on the schedule of Evaluation of Curricula, Courses and Services.

b. The Dean of Community Services will evaluate any off-campus Exploratory Program for which the dean is responsible, as a part of the established evaluation schedule for that office.

6.17 HONORS PROGRAM

6.171 GENERAL

An Honors Program was instituted at Montgomery College in 1964. The program includes a series of course offerings designed to help the gifted student achieve his maximum intellectual growth. Several honors courses, representing the disciplines within the divisions of humanities, social sciences, and mathematics-science, are offered each semester. The program emphasizes different approaches to honors work such as independent study, honors sections, seminars, and interdisciplinary courses.

6.172 PARTICIPATION

a. Participation in the Honors Program is limited to full-time students or those part-time students who have completed a minimum of 12 hours of work at the College. Currently matriculated students will be eligible for the program upon the attainment of a 3.00 semester grade point average. Students who qualify for honors work will be eligible for the entire academic year.

b. The selection of entering freshmen for the Honors Program is based upon high school rank, entrance examination scores, and the endorsement of the student's high school principal and counselor.

c. Early placement students are not eligible for this program.

d. A freshman eligible for honors work is permitted to select one course offering each semester; a sophomore may select two.

6.174 ADMINISTRATION

Preparation of materials for the development and promotion of the honors program is accomplished by selected members of the faculty during the summer, the amount of released time to be allocated being dependent upon the depth of the project and the time required for its completion. During the academic year, the administration of the honors program is through a division chairman at Takoma Park and the Academic Dean at Rockville (AAC, October 3, 1968)

6.18 EARLY PLACEMENT PROGRAM

6.181 GENERAL INFORMATION

In 1962, Montgomery College and the public high schools of Montgomery County jointly established an early placement program in college work for selected high school students in the summer after completing their junior year and during the senior year. The College regards the early placement program as a supplementing, enriching program, and not as one which competes with the broad offering of the high school. Since regular college credits are awarded for completion of courses in the Early Placement Program, transferability of credits is on the basis of the applicability of courses taken at Montgomery College to the program in which a student enrolls at the transfer institution.

6.182 ELIGIBILITY REQUIREMENTS

In order to be listed as eligible, a high school student needs to have accumulated at least 14 Carnegie units in major subjects by the end of his junior year. He must rank in the upper quintile of his class and have the approval of his high school principal and guidance counselor. High school recommendations are based on a knowledge of the student's motivations, drive, poise, maturity, and the results of standarized tests. Students who qualify for this program are expected to pay the same tuition and fees charged to regular students. Board of Trustees grants are available to a minimum number of students in the program who can substantiate financial need.

6.19 REVIEW PROGRAM

a. Description and Enrollment

(1) The Review Program is offered at both campuses for those students who desire to strengthen their foundation in English, mathematics, or reading in order to be able to compete more successfully at the college level. Enrollment is voluntary. Students may enroll in one, two, or all three of the non-credit review courses, depending upon their individual records and needs. If a student volunteers for all three courses, his review program will normally constitute more than half of a normal academic workload, or the equivalent of 13 semester hours.

(2) Depending upon the ability and effort of individual students, and the number of review courses taken, the student may carry additional (credit) courses up to a normal full-time program of studies (15-16 equivalent credit hours). It is anticipated, however, that the average June high school graduate will voluntarily complete his selected "review" program during the summer session. Grades for review work will be on a pass or fail basis, but a passing grade is not required to proceed to the next sequential credit course in the same subject. Review courses, being on a voluntary basis, may be repeated as often as desired.

(3) Students may participate in the review program on either a part-time basis or as part of a full-time tuition.

b. Administration of the Program (AAC, 10/3/68)

(1) The basic organizational structure of the College is employed in administering this program. Campus deans are responsible for the program on their respective campuses; they designate a division chairman as the campus coordinator.

(2) Department chairmen on each campus will be responsible for the conduct of their respective courses, coordinating with their counterparts at the other campus.

(3) Associate deans of students will be responsible for the reading program on their respective campuses.

(4) The Dean of Student Affairs is responsible for designing the type of research which is conducted to assist in the continuing evaluation of the overall review program.

6.21 CREDIT BY EXAMINATION

6.210 CONCEPT (Approved by the President, May 22, 1972)

a. The objective of credit by examination is to provide an opportunity for students with the required knowledge of a subject to obtain formal credit for their level of understanding without the requirement of class attendance or other formal process normal for the course.

b. Montgomery College may, at the discretion of the departments concerned, offer appropriate examinations to formally admitted students for designated courses which, if passed successfully, will enable them to earn credit for the course as if they had enrolled in the course, attended class, and completed the course satisfactorily in the normal manner.

c. Procedures for implementing and administering this concept will be developed by the Faculty Senate in coordination with the College President and will have his approval prior to adoption.

6.211 FEES (Board of Trustees, June 17, 1974)

Students who take a special examination for course credit in lieu of class attendance will be charged a special fee to cover the additional administrative expense involved. The fee structure is set as follows:

a. $5.00 per credit hour for Montgomery County students

b. $10.00 per credit hour for out-of-County but in-State students

c. $15.00 per credit hour for out-of-State students

6.212 BASIC GUIDELINES (Approved by President, May 22, 1972; Modified by the President, June 14, 1974)

a. Basic guidelines for implementing the above concept on credit by examination are contained in Academic Regulations 9.217, 9.218, and 9.401 which are quoted or extracted in subparagraphs b, c, and d below for ready reference.

b. In departments offering credit by examination, students may receive credit under this regulation for college credit courses successfully challenged. Departments may elect one of two grading options:

(1) The grade of "P" will be used to indicate the student has passed the examination with a "C" or better. This grade will not be figured into a cumulative point average;

(2) The grades of "A", "B", or "C" may be earned. These grades will be figured into the cumulative point average.

c. The maximum credit earned by a combination of examination and transfer from another institution cannot exceed one-half of the required hours in the curriculum.

d. The grade of "P", meaning "pass by examination with a grade of "C" or better", may be used by departments for courses in which credit by examination is given. It is not included in determining cumulative averages.

6.213 GRADING OPTIONS (Approved by President, May 22, 1972)

a. Pass Option

This option allows a student to take an examination for credit and if successful to receive a "P". If the student is unsuccessful, no notation is made on his permanent academic record. The student is not allowed to take the examination again but is counseled and advised to register and take the course in the usual manner. A separate record of the unsuccessful attempt, for internal control purposes only, is kept by the department involved and the Campus Registrar/Director of Admissions and Records. No quality points are noted for the "P". The "P" is, thus, not figured in the cumulative point average.

b. A, B, C, Option

This option allows a student to challenge a course by an examination and, if successful, to earn an "A", "B", or "C" grade. If the challenge is unsuccessful, no record of the attempt is noted on the student's permanent academic record. The department involved and the Campus Registrar/Director of Admissions and Records keep a separate record of the unsuccessful attempt for internal control purposes only. The department advises and counsels the student to enroll and take the course in question in the usual manner. If successful in the challenge examination, the student earns an "A", "B", or "C" grade and the quality points ascribed to these grades are counted in the student's cumulative point average.

6.214 RECORDING GRADES EARNED

a. Permanent Academic Record

Any successful attempt, whether the grade awarded be "P", "A", "B", or "C", will be entered on the student's permanent academic record and will bear a notation "credit earned by examination."

b. Transcripts (Approved by the President, June 14, 1974)

There should be no notation on transcripts that credit is by examination. If a departmental examination is given, the grade that was earned should be indicated after the course title. If a standardized examination is taken, the appropriate earned score should be indicated. Further, these changes should be retroactive and apply to all Credit by Examinations previously given at the College.

6.215 ELIGIBILITY AND TIMING (Approved by the President, May 22, 1972; Modified by the President, March 6, 1974)

Only those students who have been formally admitted to the College are authorized to offer examination test scores for credit as a substitute for earning credit for a course by normal attendance and participation in class. Departmental examinations can be given at any time during the school year; the date of the examinations should be established by the department chairperson in coordination with the faculty member giving the examination. CLEP and other educational testing service examinations are scheduled by testing centers at appropriate times during the year.

6.216 RESPONSIBILITIES (Approved by the President, May 22, 1972; Modified by the President, March 6, 1974)

a. All changes or additions to these procedures require the approval of the President.

b. The Faculty Senate will report as necessary on the credit by examination policy and procedures and develop any needed recommendations pertaining to this academic aspect of the College.

c. When the schedule for the following academic semester or summer session is prepared, each academic department of the College will notify by a memo the respective administrator, the Academic Dean on the Rockville Campus and the Divison Chairmen on the Takoma Park Campus, concerning courses for which examinations can be taken for credit. A copy of this memorandum will also be sent to the respective Registrar or Director of Admissions and Records.

d. The Campus Registrar/Director of Admissions and Records will prepare a cumulative listing of courses for which credit by examination is possible and be responsible for its insertion in the class schedule. These lists will be posted throughout the respective campus, and a copy of these lists will be sent to the Director of Public Information.

e. In conjunction with the Director of Public Information, the Campus Registrar/Director of Admissions and Records will prepare, at appropriate intervals, a brochure listing all credit by examination possibilities offered by the College.

f. The Director of Public Information will be responsible for publicizing the credit by examination program. He will assure that the College catalog notes the credit by examination policy and refers the student to appropriate reference documents for further information.

g. Department Chairmen are responsible for the administration of the program within their departments.

h. Departments concerned should have available for the student a syllabus or a set of objectives of each course in question. The type and extent of other materials available to the student are left to thé discretion of the department involved and will be determined in great part by the nature of the course being challenged. These materials should be made available by the pertinent department for student perusal before he makes the final decision to apply for an examination for credit.

i. When the schedule for the following academic semester or summer term is prepared, each academic department of the College should notify by a memorandum, the respective administrator, the Academic Dean on the Rockville Campus and the Division Chairmen on the Takoma Park Campus, concerning courses for which examinations can be taken for credit. A copy of this memorandum should also be sent to the respective Registrar or Director of Admissions and Records.

j. Each department offering credit by examination will establish prerequisites for student challenge of a course based on the nature of the course. This information should be readily available to the student in the department concerned. These prerequisites should have considerable flexibility. They should indicate to the the student some basis for determining his or her potential for a successful challenge.

k. The Data Systems Center will maintain a record of passing grades in the student's grade history file. (See paragraph 6.217 f.)

6.217 SEQUENTIAL PROCESSING (Approved by the President, May 22, 1972)

a. After consulting the class schedules or the brochure on credit by examination, any student desiring to obtain course credit by special examination will contact the department concerned to ascertain whether an examination is being offered for the course in which he has an interest. If the reply is favorable, the student will:

(1) Obtain the name of the instructor to be contacted.

(2) Proceed to the Office of the Campus Registrar/Director of Admissions and Records and obtain a copy of MC Form 6.216, Application for Credit by Examination.

b. After filling out the first two lines of the form, the student takes the form to the cognizant instructor and Department Chairman who indicate their approval or disapproval of the application and sign their names in the appropriate place. If approved by the instructor, he will enter on the "Remarks" line the time, date, and place of the examination. If disapproved by the instructor, the reason therefor will be entered under "Remarks". If disapproved by the Department Chairman, an appropriate notation will be made under "Remarks" and the chairman will distribute the five copies of the form as noted thereon.

c. If the form is approved by the Department Chairman, the student then takes the signed form to the Campus Cashier, presents a current validated I.D. card as evidence that he is currently admitted to the College, pays the required fee, and has the form certified that the fee has been paid.

The cashier keeps his copy of the form for record and forwards the other four copies to the cognizant instructor.

d. At the time and place specified, the instructor gives the examination, after which he evaluates the student's performance, records the grades on all four copies of the form, signs the form, and delivers all copies in person to the Campus Registrar/Director of Admissions and Records.

e. The Registrar/Director of Admissions and Records signs the form; records the grade of "A", "B", "C", or "P" on the student's permanent record; and forwards a copy of the form to the student, instructor, Data Systems Center, and student's file. If the student has been unsuccessful, a copy of the form will be retained as an informal record in the student's academic file.

MONTGOMERY COLLEGE	APPLICATION FOR CREDIT BY EXAMINATION

INSTRUCTIONS: Student fills out first two lines only. Reasons for disapproval will be placed under Remarks. Instructor notes under "Remarks" proposed time, date, and place of examination. USE BALL POINT PEN

STUDENT SOCIAL SECURITY NO.	STUDENT NAME	
CATALOG NUMBER	COURSE TITLE	CREDIT HRS.

INSTRUCTOR'S APPROVAL	DATE	DEPARTMENT CHAIRMAN'S APPROVAL	DATE

REMARKS:

CASHIER (FEE PAID)	SECTION BELOW WILL BE COMPLETED AFTER EXAMINATION		
	STUDENT'S SIGNATURE (SIGN IN PRESENCE OF INSTRUCTOR)	INSTRUCTOR'S SIGNATURE	GRADE
CASH RECEIPT NO.		SIGNATURE OF REGISTRAR/ DIRECTOR OF ADMISSIONS AND RECORDS	

Distribution: White copy, Cashier; Canary, Student; Pink, Instructor; Gold, Student's File.

MC FORM 6.216 (7/10/74)

(Reverse side is blank.)

f. The Data Systems Center keypunches passing grades on the form and enters the grade of A, B, C, or P on the student's grade history file as a "credit by examination."

6.24 PROGRAMS FINANCED THROUGH GRANTS

For guidelines pertaining to the implementation, reduction, or cessation of programs financed through Federal, State, and private agency grants or matching funds, see paragraphs 7.27 and 7.28.

6.25 CLASS FIELD TRIPS (Approved by AAC 8/15/68)

6.251 GENERAL

a. Field trips which are related to classroom instruction are encouraged. However, they should be used only when the activity will provide a more enriching experience than the normal classroom situation. It is important to remember that they must be planned to minimize interference with other scheduled class activities and, subject to other overriding considerations, to use the most economical mode of transportation.

b. The types of transportation which may be used for field trips are as follows:

- (1) County school buses, the preferred means of transportation for field trips.
- (2) Commercial buses, used when county school buses are not available.
- (3) Private automobiles, used only in special circumstances that preclude the use of county school buses or commercial buses.

c. Injuries sustained by students and faculty are covered by the automobile liability insurance policy held by the owner of the bus or automobile and/or by their own student accident insurance policy.

d. Normally, the cost of field trips involving fewer than 25 students is borne by the participants. Field trips which are of no more than one-day's duration, and which include 25 or more students, may be funded from the campus travel-in account for classes which are regular credit offerings, if budgeted funds are available, or from an appropriate community services account at the discretion of the Dean of Community Services for classes which are non-credit offerings. Commercial bus companies should be required to submit a statement of insurance coverage prior to making any contract for field trips.

6.253 PROCEDURES

The following procedures should be followed when a field trip is desired:

a. A request stating the day and time for which the trip is planned, the cost and method of funding the trip, if applicable, the method of transportation, the number of students involved, and the name of the instructor to accompany the trip should normally be submitted by the instructor concerned to the Division Chairman/Academic Dean at least three weeks before the trip. The request is to be submitted on MC Form 6.25 if bus transportation is to be used; if private transportation is to be used, the request is to be submitted on MC Form 6.253.

b. The Division Chairman/Academic Dean will obtain the approval of the cognizant campus dean, after which the instructor will provide each student taking the trip with a memorandum which the student can show to other faculty whose classes will be affected by the field trip. This notification implies that the student's absence is excused and that, therefore, he has the privilege of making up the work missed. It is unnecessary and wasteful to circularize every member of the faculty.

c. County school buses are available to the College for field trips scheduled between the hours of 9:00 a.m. to 2:00 p.m. During these hours, their use is encouraged; otherwise arrangements for commercial buses should be made through the Director of Procurement. To obtain a school bus, MCPS form 215-1 must be completed and received by the MCPS Division of Transportation at least 7 days and by the College Director of Procurement at least 10 days in advance of the trip. The charge for these buses is by the hour. Cancellations,which must be received by the Division of Transportation at least 24 hours in advance of the scheduled trip, should be made through the Director of Procurement.

d. If special circumstances arise,private vehicles may be used. In such cases, the faculty member in charge of the field trip will inform the drivers of the private vehicles that the primary liability in the event of an accident will rest with the driver and the owner of the vehicle. Although authorized, the use of private vehicles is not encouraged. (Revised by President, 2/18/72)

e. In the event of an accident, whether in a private vehicle, school bus, or in non-vehicular circumstances, the accompanying faculty member will render a detailed report of the circumstances, for insurance purposes, to the Director of Internal Management with copies to be campus nurse and the Division Chairman/Academic Dean.

6.255 SUGGESTIONS FOR CONDUCTING FIELD TRIPS

a. Plan trips to avoid conflict with other scheduled classes. If conflict does result, the sponsor should use the proper method of notification to other faculty members. (See procedure in paragraph 6.253b.)In this regard, the suggestion in subparagraph 6.253c above pertaining to school buses should not be construed as a requirement to schedule field trips during the hours that these buses are available. It is more important to have students miss fewer classes than to utilize school buses.

b. Plan field trips to include adequate instruction and orientation before the trip as well as instruction and discussion following the trip. In general, a field trip should be an integral part of course planning. This does not preclude spontaneity whenever a propitious occasion arises which is related to the subject matter of a particular course.

c. A field trip should involve all or substantially all students in a section or course. Exceptions may be made by the sponsor.

d. A field trip should normally take place during the school week, i.e., Monday through Friday.

6.30 ACADEMIC FREEDOM

The AAUP Statement of Principles on Academic Freedom (AAUP Bulletin, Vol. 46, No. 4, Winter, 1960) was adopted by the Board of Education and endorsed by the College Policies Committee, Montgomery College, in spring of 1962. Basically this statement reads as follows:

a. The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b. The instructor is entitled to freedom in the classrooms in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

c. The college or university instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others and should make every effort to indicate that he is not an institutional spokesman.

6.35 SALE OF DISSERTATIONS, THESES AND TERM PAPERS (Adopted from Article 77A, Section 70, Annotated Code of Maryland, Approved by the Governor, May 26, 1972)

a. No person, firm, association or corporation shall sell or offer for sale to any person assistance in the preparation, research, or writing of a dissertation, thesis, term paper, essay, report or other written assignment for submission to an educational institution in fulfillment of the requirements for a degree, diploma, certificate or course of study.

b. Nothing contained in this section shall prevent:

(1) An educational institution, or any member of its faculty or staff, from offering courses, instruction, counseling or tutoring in research or writing as part of a curriculum or other program authorized by an educational institution.

(2) Tutorial assistance rendered by other persons which does not include the preparation, research or writing of a dissertation, thesis, term paper, essay report or other written assignment intended for submission to an educational institution in fulfillment of the requirements for a degree, diploma, certificate or course of study; or

(3) Any person from rendering services for a fee which is limited to the typing, transcription or reproduction of a manuscript.

6.40 COMMUNITY SERVICES PROGRAM

6.401 POLICY (Approved by Board of Trustees, September 20, 1966)

a. In order to facilitate and to promote the development of a wide variety of continuing education and community service functions, the College President is authorized to establish a continuing revolving account for the receipt and expenditure of fees, special charges, grants and other non-county types of revenue.

b. The College President is authorized to take appropriate action to initiate such continuing education and community service functions as will increasingly fulfill the purpose of the College within the framework of the appropriate administrative and decision-making processes of the College.

6.402 GENERAL (PAC, November 25, 1970)

a. The Community Services Program is one of the major programs of Montgomery College. The College presents a variety of non-degree adult programs, services, and special events both on and off campus, often undertaken in cooperation with other community groups or agencies, which are directed toward serving personal or community educational needs not met by formal credit, collegiate degree, or certificate programs. The following program definitions apply:

(1) CREDIT COURSES are those courses found in the college catalog which have been officially approved and which are an element of degree and certificate programs. Credit courses are normally planned and administered by campus personnel, although the Community Services Office representatives may participate in initial meetings and organized planning sessions for such courses.

(2) NON-CREDIT COURSES are those courses offered by the College which are not within the framework of the A.A. degree or certificate program of credit classes. Either a campus or the Community Services Office may conduct non-credit courses. (See also paragraph 6.134)

(3) OFF-CAMPUS EDUCATIONAL CENTERS are facilities established by governmental agencies or business enterprises. Credit courses at such centers will be administered by the campus staff; when both campuses are involved, coordination and administration may be assigned the Community Services Office. Non-credit courses may be implemented by either campus or by the Community Services Office.

(4) COMMUNITY EDUCATION PROGRAMS are those in which the college--preferably in conjunction with an interest group -- sponsors open classes or activities for the public. All such non-credit continuing education offerings for all age groups are normally self-supporting and will usually utilize college facilities. However, off-campus sites may be established anywhere in the college service area. In most cases these centers will not involve extra costs as they will utilize space and equipment made available through business, industry, government, professional, and community groups or agencies.

(5) COMMUNITY CONTRACT PROGRAMS are non-credit continuing education offerings for all ages which may be held on or off-campus and are arranged for a stipulated charge to provide for the specific needs of business, industry, labor, governmental agencies, and private groups.

(6) COMMUNITY SERVICES COORDINATORS are staff assistants to the Director of Community Services and provide coordination and follow-through for non-credit courses, programs, activities, services, and special events suggested by the college or community representatives.

(7) COMMUNITY SERVICES CAMPUS COORDINATORS are professional personnel identified by the Campus Deans. They provide liaison between the campus and the central Community Services Office; encourage a variety of campus-based community activities; and will, in cooperation with other campus departments and offices, provide operational support for community service programs held on and off campus.

b. The above activities have been grouped into three major categories for the purpose of facilitating their administration:

(1) Educational Programs

Short-term, non-credit courses for career and personal improvement, held both day and evening, on and off campus.

Conferences, seminars, workshops, and forums on community issues.

Leadership training for effective social action.

Lecture and film series, and art, craft, and photography exhibits.

Theater, dance, choral, and orchestra performances, tours, and visits.

Development of health and recreational skills.

(2) Educational Services

Coordination of off-campus educational centers.

Community information and referral.

Use of college facilities and materials.

Program planning assistance for community groups, sources of volunteer help, and speakers' bureau.

College consultant help in conducting community studies, polls, surveys.

Help for the specialized needs of senior citizens, disadvantaged youth, women, and other groups.

Coordination and clearinghouse services through a community activity master calendar, newsletters, and meetings.

(3) Regular Credit Courses

Courses from the approved curriculum, taught as a community service effort, may be arranged by Community Services Campus Coordinators through appropriate department chairmen and other campus representatives. Credit course arrangements are a responsibility of a campus, not the Community Services Office.

c. The term "non-credit" course as employed in the Community Services Program is defined as a course offered by the College which is not within the framework of the A.A. degree or a certificate program. (See paragraph 6.134.)

6.403 FINANCIAL SUPPORT (PAC, November 24, 1970)

a. Non-credit offerings (See also paragraph 6.134.) shall be self-supporting except for a revolving contingency fund approved by the Board of Trustees in September 1966 and, ordinarily, a no-charge provision for the normal use of facilities, utilities, and necessary custodial services. Some non-credit courses can be pro-rated for regular state aid and/or federal or private grants.

b. In order to establish a uniform set of standards for reporting non-credit courses for state aid, the following minimum criteria must be met:

(1) The course must meet all the State Board for Community Colleges standards, one of which states:

> "Courses: An organization of subject matter and related learning experiences developed with appropriate degrees of difficulty and sophistication and presented in sequential order for the purpose of instructing students on a regular or systematic basis, usually for a predetermined period of time."
>
> "Non-credit developmental and continuing education courses which are integral parts in the college program should be included."

(2) The course must be sponsored by a recognized element of the College with course content approved by an appropriate member of the College.

(3) A class list must be prepared and officially filed.

(4) The course, conference, or workshop must be scheduled for a minimum of eight hours.

(5) Registration and payment of fee (if one is charged) must be for the full course.

6.404 OPERATING PROCEDURES

a. The Dean of Community Services is directly in charge of the Community Services Program. In carrying out its responsibilities, especially in relation to accounting, purchasing, personnel, and the coordination of publications and promotion, the college Community Services office operates in conformity with the established college policies, procedures, and practices.

b. Non-credit programs may be offered at both campuses during the day and evening or may be held at off-campus locations. Scheduling need not adhere to any traditional starting time or room assignments. Registration and record keeping need not conform to present systems but may be simplified to meet the special conditions of non-degree programs. Admission is replaced by a registration process only. Since the non-credit program is essentially self-supporting, there is no additional non-resident tuition charge. A registration fee will be assessed only when a refund of the individual student fee (par.6.407b (2) is requested and granted before the second meeting of class. The registration fee for this purpose will be determined periodically by the Dean of Community Services.

c. Service to the community is the responsibility of the total college and not just the Community Services Office. Accordingly, community services may be organized on the campus and not involve the Community Services Office; such service may be organized by the Community Services Office and not involve the campus; or it may be a cooperative effort between the campus and the Community Services Office, with either taking the leadership and the other providing support. Community groups may likewise be involved in any of the above arrangements in a leadership, co-sponsor, or support role.

d. Further details of operating procedures are found in the Community Services Guide; a manual maintained by the Dean of Community Services and approved by the President. Proposed changes in the Community Services Guide shall be reviewed by the President's Policy Advisory Council, and approved by the President prior to implementation. Proposed changes shall be coordinated with the appropriate administrative offices and other groups prior to being considered by the Council. (PAC , November 25, 1970)

6.405 COMMUNITY SERVICES ADVISORY COMMITTEE (Board of Trustees, May 18, 1970)

a. General

Since it is appropriate for the College formally and regularly to seek the advice and counsel of business, government, professional, service and social action groups and individuals, the Board of Trustees has authorized the establishment of a Community Services Advisory Committee. The composition and functions of the committee are indicated in subsequent paragraphs.

b. Committee Organization

(1) The Committee will include both campus and community representatives:

(a) Each Campus - The campus dean, or his representative (2)
A faculty representative from each campus assembly (2)
A student representative from each student senate (2)

(b) The College - The Dean of Community Services - to serve as secretary of the Committee (1)
A faculty representative from the College Faculty Senate (1)
Ex Officio: College President (1)
Dean of Education (1)

(c) The Community - Representatives of business, government, service and volunteer groups, other educational institutions and agencies; churches; special interest groups (retired, disadvantaged, etc.) (12)

(2) The total membership of the committee will not extend beyond 24 and that membership would generally be for two years, beginning on July 1, though some members may be reappointed to provide continuity.

c. Committee Responsibilities

The major responsibility of the Advisory Committee will be to advise the College, the President, and the Board of Trustees, through the Director of Community Services, of:

(1). Community needs, interests, and resources that could be serviced by Community Services programs.

(2) Appropriate program and activity response.

(3) Available material and human resources on campus and in the community.

(4) Program effectiveness as determined by follow-up evaluation.

Final program commitments will remain a college responsibility and reflect established procedures and board policy.

d. Committee Selection and Appointment

(1) Committee members will be appointed by the Board of Trustees and are recommended by the President for their knowledge of the total community; relation to a particular group, organization or problem within the community; demonstrated competence in a subject, problem or career area; acknowledged respect by others in the

community; and an obvious concern and commitment for the general improvement of both College and community.

(2) Campus members will be identified by the appropriate campus office or group while community members will be recommended by the Dean of Community Services to the President. Names of community representatives may be submitted to the Dean by all college personnel and members of the Board of Trustees.

e. Committee Operation

(1) Meetings will be held at least every two months or more frequently as required. The Dean of Community Services will serve as secretary, and a chairman will be selected by the group from the community members. The Advisory Committee may form subcommittees for special study and reporting.

(2) The ex officio members will receive all minutes and are invited to attend meetings. Minutes will be distributed to the Board of Trustees. Other college personnel may ask to receive minutes and will be added to the mailing list. All meetings will be announced in advance and are open to the College and the community.

f. Committee Recognition

College appreciation for the efforts of the Community Services Advisory Committee is expressed through the President by personal letter, official resolution or certificate, annual dinner, listing of committee members in college publications, involvement of members, public announcements in the mass media, etc.

6.406 COLLEGE EXTENSION OFFERINGS

a. Policy

(1) College credit extension programs may be offered on request to the President of the College, or his designated representative, at off-campus locations throughout the county, under the supervision and authority of appropriate college personnel who will maintain the academic standards of the College.

(2) Flexible starting and ending dates should be maintained when possible to meet business, industry and government needs as they rise.

(3) Instructional costs, based on the current approved extension-offerings salary rate plus the cost of required instructional supplies and a 15% administrative-and-records cost will be charged the contracting agency in lieu of individual student tuition. (Adopted by Board of Trustees, May 20, 1968)

b. General

On request, Montgomery College offers credit and non-credit extension courses and programs in Montgomery County. Flexible starting and ending dates are employed to the extent possible to meet business, industry, and government needs as they arise. However, an attempt is made to register off-campus credit courses during the regular college enrollment periods.

c. Standards

Departments are responsible for course standards in extension programs and, in cooperation with the appropriate campus dean and the Dean of Community Services generally follow on-campus evaluation and supervision procedures. The Dean of Community Services acts as liaison between the campus and extension center and involves the appropriate department and division chairman to ensure total credit integration at the campus level regardless of the class meeting place.

6.407 FEES AND HONORARIA (PAC, November 25, 1970)

a. Honoraria for instructors and other financial arrangements for campus non-credit courses and activities will parallel the established community services fees and stipends using regular rates, reduced rates, or no-charge. When non-credit courses are conducted by campus personnel the registration forms, refund guidelines, and general operating procedures will generally correspond to the Community Services office procedures,although exceptions can be made if mutually agreeable.

b. Non-credit fees and honoraria are set by the Dean of Community Services and reflect competitive rates charged by the other 2- and 4-year colleges in the area along with other educational and community adult education agencies. When a course is arranged through a contract with an outside organization, a 15% charge is made to cover overhead expenses. The 15% is based on the total cost of instructor's fee plus instructional materials.

c. The hourly tuition rate may vary, depending on the type of course and the number of registrants anticipated. For regular courses, the hourly tuition rate is established so that the tuition of the first 12 students pays the instructor's honorarium and the tuition of the next 5 students pays the overhead costs.

d. For community lectures, where a large attendance is anticipated, a lower hourly rate may be set. Special family rates may be used when appropriate. The attendance requirements for meeting the honorarium and overhead costs will be proportional. That is, if the hourly tuition rate for a community lecture series is one-half that of a regular course, then the tuition payments of 24 students would be used to pay the honorarium and 10 tuition payments would be used for overhead costs. Any rate may be set, provided the standards for the honorarium and overhead expenses are met.

e. Although it is standard practice to have all courses pay their own expenses, this may not always be possible or even desirable. Funds from successful programs are used to support the less successful ones, as well as programs for which there is no income (e.g., non-fee conferences and activities). In the method of budgeting, the more successful courses also help offset the overhead costs of planning, publicizing, and staffing the various programs.

f. In instances of regular courses where there are fewer than the 12 students who would normally pay the instructor, the instructor at the opening session of the course may elect to continue the course. In such an event his honorarium will be reduced to the total amount of tuition received for the course. For community lectures, proportional standards apply. All instructors are guaranteed an honorarium for their services during the first meeting of the course, regardless of the size of enrollment. The amount will be determined by the number of hours which were scheduled for the opening session, times the hourly rate. Instructors are expected to cooperate in the registration procedures.

6.409 INTEGRATED CREDIT AND NON-CREDIT PROGRAMS

There are many non-credit programs that are repeated through the years and have required considerable time and effort by the instructor to organize and continually update. The continuing preference by a company or agency for such programs and the affiliated "coordinating project director or teacher" attests to the quality of the training design. Under these circumstances, the non-credit responsibilities will normally be built into the load assignment of the instructor at the beginning of the school year, thereby providing appropriate recognition to continuing education programs which upgrade and keep current many of the college's graduates now employed in the area.

6.41 ADVISORY COMMITTEES FOR CAREER CURRICULA

6.411 POLICY (Approved by Board of Trustees, April 7, 1975)

a. The purpose of curriculum advisory committees is to aid the College:

(1) In maintaining an awareness of the changing skill and training needs of a highly literate, technological and industrialized society.

(2) In establishing communication among the College, the Community, employers, and educational representatives to work together toward common education and career goals.

(3) In advising the College regarding career curricula on a continuing basis.

b. The Board of Trustees shall establish by resolution each advisory committee and shall appoint the members thereto. Each committee shall be composed of a group of approximately five to fifteen persons selected from the community and from college personnel to serve voluntarily without monetary compensation and function in an advisory capacity.

c. Except by specific exemption made by the President of the College, each career curriculum of the College is to be represented by a committee, but, when appropriate, a single committee may be established for related program areas.

d. Members of advisory committees are appointed for two-year terms, except that, in the instance of appointments when a committee is initially established by the Board, the designation of which committee members will serve a one-year term or a two-year term is to be determined among the committee members, themselves.

e. The President or his designee(s) is (are) administratively responsible for providing for the overall operation of the advisory committee system, including the evaluation of the system under which it operates.

6.412 GENERAL CHARGE TO COMMITTEES

a. A curriculum advisory committee is usually formed and begins its work, often on an informal basis, during the time the curriculum is being developed and before its formal approval by the Board of Trustees. Although final curriculum decisions remain a college responsibility and reflect established procedures and Board policies, the guidance and direction of an advisory committee is an important aspect of curriculum planning and development. The committee can assist the Curriculum Coordinator and other campus personnel in gathering information with regard to community needs, interests, and resources as they relate to a given curriculum, and in assuring the relevance of the curriculum to the employment needs in the career field.

b. The structure and operation of the committee normally is left primarily to the committee itself. Each committee will develop its own procedure as to how it best can work with the Curriculum Coordinator in serving the students in the curriculum, and thereby the College.

c. The specific areas of responsibility or service will be determined by consultation among the appropriate campus dean, Assistant Dean for Career Programs or division chairman, department chairman, curriculum coordinator, and the committee members and, aside from the initial curriculum planning, may include the following:

(1) To review and recommend changes to the curriculum.

(2) To seek scholarship assistance for students in the curriculum.

(3) To obtain public support for financing the curriculum.

(4) To assist in arranging field trips to industry.

(5) To suggest speakers for classes and meetings.

(6) To establish liaison with the professions, industry, and government.

(7) To identify and place students ready for employment.

(8) To increase public information exchange.

(9) To advise on the recruitment of new faculty.

(10) To assist in the review of the curriculum's effectiveness as determined by various follow-up or evaluative studies.

6.413 GUIDELINES FOR COMMITTEE SELECTION

Committee members should generally be selected from the public, a representative cross-section of appropriate organizations in the community and industry and should represent appropriate levels of experience and expertise within the related field. Each member should have demonstrated competence or interest in the special area being served and should be committed to the community college concept of furthering career education in the community. Each committee should include at least one currently enrolled student, full- or part-time, or a recent graduate from the curriculum.

6.414 PROCEDURES FOR COMMITTEE SELECTION

a. A preliminary list of committee members is prepared by the Curriculum Coordinator after conferring with the department chairman, and the Assistant Academic Dean for Career Programs or the division chairman. Names may be recommended to the coordinator by members of the faculty, administrators, the President or the Board of Trustees.

b. The coordinator discusses the nature of the advisory committee service with each prospective committee member and determines if the individual is willing to serve. The list of names of candidates is submitted via the campus dean to the President, who in turn recommends their appointment to the Board of Trustees.

c. An appointment certificate, prepared by the Director of Public Information and signed by the President, and a letter from the President with a copy of the Board's resolution, are sent to each new member after Board action.

d. A newly formed committee will determine at its first meeting which of its members will serve for one year and which will serve two-year appointments in order to insure that about one-half of the members will complete their terms each year. Subsequent to the establishment of a committee, appointments are made for two years, with about half of the members of the committee completing their terms each year.

e. Members may be reappointed by the Board of Trustees.

6.415 COMMITTEE OPERATION

a. Most committees vary from five to fifteen members in size and should meet at least once a year.

b. Each committee should select a chairman, with the Curriculum Coordinator serving as the executive secretary. It is the responsibility of the executive secretary of the committee to notify committee members of a meeting time and furnish them with an agenda. It is also the responsibility of the executive secretary to provide minutes of meetings to each committee member, the Assistant Academic Dean for Career Programs or division chairman, as well as the Development Specialist.

c. The campus dean of the campus which offers the career curriculum is administratively responsible for the overall direction of the advisory committee through the coordinator.

d. The Assistant Academic Dean for Career Programs or the division chairman, or their designees, normally will be in attendance at the advisory committee meetings.

e. When there is the same career curriculum offered on more than one campus, only one advisory committee will be appointed and the coordinators will work jointly with the advisory committee.

f. The Dean of Education will designate the responsible campus dean when there are multi-campus curricula.

6.416 ADMINISTRATIVE RESPONSIBILITIES

Various college administrators, faculty, and staff have the following responsibilities:

a. The President is responsible for the overall operation of the advisory committee system, making recommendations to the Board for appointments, and in notifying individuals of appointments and termination of appointments, and in evaluating the effectiveness of the system.

b. The Development Specialist is responsible for the maintenance of the Central Office master files of committee memberships and preparing materials for the Division of Vocational-Technical Education, Maryland State Department of Education.

c. The campus dean has the administrative responsibility for the operation of the committees under his jurisdiction, nominations for membership being recommended to the President, obtaining and reviewing annual reports of committees, and regular assessments of committees.

d. The Assistant Academic Dean for Career Programs/division chairman assist the campus dean in his functions, and attend the meetings of committees for curricula offered on their respective campuses.

e. The Curriculum Coordinator is the executive secretary to the committee and assists the committee chairman by:

   (1) Recommending prospective committee members.

   (2) Establishing meeting dates for the committee.

   (3) Developing a list of duties and responsibilities specific to their particular committee.

   (4) Preparing the agendas for all meetings and sending copies, along with notices of meetings, to all committee members.

   (5) Maintaining a current file of minutes and other records of the committee and supplying copies of the minutes and records to the assistant dean or division chairman and the Development Specialist for retention.

   (6) Preparing the annual report of the committee to the campus dean.

   (7) Maintaining an accurate roster of committee members and recommending appropriate replacements when necessary.

   (8) Furnishing required information to the Development Specialist for purposes of college reporting to State and Federal agencies such as the Division of Vocational-Technical Education, Maryland State Department of Education.

f. The Dean of Institutional Research and Analysis may be requested by the President or campus dean to assist in the evaluation of the committee system, or the effectiveness of particular committees.

6.417 COMMITTEE RECOGNITION

Appointment and service of community advisory committee members may be recognized through a variety of ways including:

a. Presidential invitation to serve on a committee, accompanied by a copy of the Board resolution of appointment.

b. Certificate of appointment.

c. News release on appointment.

d. Board resolution of appreciation.

e. Certificate of appreciation.

f. Letter of appreciation from the President.

g. Listing of names in the College Catalog, or in another appropriate publication.

h. Invitations to attend college functions.

6.60 COMMENCEMENT EXERCISES

6.601 POLICY (Board of Trustees, May 12, 1975)

a. Commencement is a significant occasion for the College to recognize the academic attainments of its students. Commencement ceremonies may vary in their content and format from year to year and may be either College and/or campus in their orientation and/or location and are normally conducted annually.

b. The College President is authorized to publish implementing procedural guidelines for the establishment of commencement exercises. In so doing, he may delegate to the campus deans the responsibility for appropriately planning, coordinating, and conducting commencement exercises in the environs of their respective campuses, provided that each campus dean has received the approval of the President for such a campus commencement. A coordinated, detailed commencement plan is to be submitted to the President by the campus dean no later than November 1 if the campus dean desires to conduct a campus commencement.

c. In the event a campus commencement plan is not approved, commencement will be held at a location and time, and in a format, specified by the President and designated in writing to each campus dean by December 1.

6.602 GENERAL ADMINISTRATIVE PROCEDURE

a. As commencement is the recognition of achievement by students through the academic programs of the College, annual commencement exercises are a significant part of the academic calendar.

b. So that order and decorum commensurate with the commencement occasion are maintained, administrative procedures for commencement are organized in three sections:

(1) College Procedures - Procedures applicable for all commencement planning.

(2) Primary Campus Procedures - Procedures which are prepared when commencement is conducted by the respective campuses and which require the specific approval of the College President.

(3) Secondary Campus Procedures - Procedures for which the campus dean certifies to the President there is or will be full conformation and coordination.

c. The campus deans may develop procedures, in addition to those cited above, for internal use on the respective campuses.

6.603 COLLEGE PROCEDURES

The following procedures are applicable to all formal commencement exercises held at Montgomery College:

a. Selection of Commencement Dates

(1) When commencement exercises are conducted by the respective campuses, such exercises must be scheduled on non-conflicting dates in order to permit attendance by all persons who, by virtue of the authority vested in them, must be present at each commencement exercise of the College.

(2) The commencement exercises must be scheduled to allow sufficient time after final examinations for the processing of final grades, the certification that individual requirements for graduation have been met, and the printing of materials that are necessary for commencement. Commencement exercises normally will be held on a Friday, the 13th calendar day after classes end, with other commencement exercises, if approved by the President, to be held on subsequent days.

(3) The campus deans will recommend a commencement date, or commencement dates, and advise the Director of Internal Management of the date(s) selected in sufficient time for presentation at the August meeting of the President's appropriate Advisory Council. The Director of Internal Management will advise the Calendar Committee of the final dates approved at the PAC in time for inclusion in the detailed college calendar, which normally is considered by the President in September. (See par. 6.07.)

b. Development of Commencement Program

When campus commencement exercises are held, the campus dean serves as Marshal. If the commencement exercise is centralized, the Dean of the Faculty serves as Marshal. The program should include:

(1) Processional

(2) Invocation by invited clergy

(3) Welcome by representative student(s)* of the campus(es)

(4) Remarks by College President

*Selection of student speakers is coordinated by an appropriate College administrator, usually the Dean of Student Affairs

(5) Introductions by campus dean or President

(6) Address by guest speaker

(7) Presentation of the graduating class by the President and campus dean and awarding of degrees/certificates by the Chairman of the Board of Trustees.

(8) Benediction by invited clergy

(9) Recessional

There may be minor program variations, depending on whether the commencement exercise is centralized or campus. For example, if centralized, and the Dean of the Faculty serves as Marshal, the campus deans may present the graduates of their respective campuses. If campus, and the campus dean serves as Marshal, the campus dean's designee may present the graduates. Also, if centralized, the College President may make the introductions.

c. Invitations to the Commencement Exercise

Invitations are sent by the President or his designee to students, their parents, members of the faculty, faculty emeriti and college administrators. In addition to the speaker and clergy referred to in paragraph 6.603b, invitations to appear as platform guests are sent to current and former members of the Board of Trustees, local members of Congress, State and county officials, local officials, and the State Board for Community Colleges. All invitations are mailed at least three weeks prior to the event.

d. Pre- and Post-Commencement Receptions

A reception usually is held prior to the commencement exercise for platform guests and others so designated to afford an opportunity to meet, extend greetings and become familiar with last minute instructions or changes. The reception area also serves as the staging area for the guests on the platform. A reception usually is held after the commencement exercise for all students and guests.

6.604 PRIMARY CAMPUS PROCEDURES

a. The following procedures are to be used by the campus deans in the preparation of the commencement plan, and specific reference is to be made to the disposition of each procedure in the commencement plan. The Campus Assembly may assist the campus dean in the preparation of the commencement plan. The commencement plan must be submitted to the President for his approval by November 1. Campus deans are responsible for budgeting or identifying funds to be used for commencement exercises.

(1) After approval by the President, a site will be tentatively reserved for the campus commencement exercise by the campus dean. The commencement plan will contain details of the site's size, location and cost.

(2) Several persons will be chosen, in order of descending preference, as possible commencement speakers. Care will be

taken to maintain this list of speakers in confidence to avoid possible embarrassment. Once the speaker is chosen, an invitation is extended by the President or his designee, usually the campus dean, as many months in advance as is possible.

(3) Copy will be developed for all invitations to the exercise and correspondence with platform guests to include informational letters preceding the event, as well as thank you letters after the event.

(4) An invitation list will be compiled and submitted as part of the commencement plan.

b. Not later than five calendar days preceding the commencement exercise, the campus dean will submit to the President a chart showing where the platform guests who have accepted their invitations will be seated.

6.605 SECONDARY CAMPUS PROCEDURES

Without the necessity of providing specific details, the campus deans will certify to the College President, as part of the commencement plan, submitted by November 1, that there is or will be full adherence to the following:

a. Printing will be developed and ordered, in cooperation with the Director of Public Information, to include:

  (1) Invitations to the exercise

  (2) Tickets

  (3) Printed instructions to graduating students

  (4) Printed instructions to others in the procession

  (5) Commencement programs

  (6) Degrees and certificates

b. Invitations will be hand addressed and mailed at least three weeks prior to the exercise (see paragraphs 6.603c and 6.604a (3) and (4).)

c. Coordination will be effected with the Procurement Office for the ordering, distribution and return of regalia.

d. Rooms appropriate for robing will be set aside, and attendants will be on duty in those rooms to assist where required. Care is taken to see that appropriate robes are ordered, where necessary, and are on hand for platform guests and that they, in turn, are so notified.

e. Large type scrips will be prepared, where necessary, for reading at the podium.

f. Appropriate practices and rehearsals will be held.

g. Arrangements will be made for pre- and post-exercise receptions at a location convenient to the exercise site.

h. Sound and auxiliary lighting systems will be provided where necessary.

i. Music appropriate to a commencement exercise will be provided.

j. Ushers will be appointed to assist with seating prior to the exercise.

k. Where needed, floral arrangements will be provided.

l. Information pertinent to the commencement exercise is submitted periodically to the Office of Public Information for release as appropriate.

m. Other arrangements that are necessary for an orderly and decorous commencement will be made as needed.

6.606 ALUMNI RECEPTION

The Director of Public Information may arrange, in conjunction with a Montgomery College commencement exercise, for a reception in honor of former graduates.

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7.40 TRAVEL

7.401 GENERAL

Employees of the Board of Trustees who are required to travel on business pertaining to the College will be reimbursed dependent upon the type of travel performed, local or distant. Specifically designated students, who are members of college-level committees which function under the approved statutes for the governance of the College, are also authorized local travel reimbursement. Regardless of the type of travel, when vehicles are used, individuals going to the same location are requested to use one vehicle only, unless the capacity of the vehicle is less than the number of persons involved. Since the total amount of travel funds is limited, payments from such funds are governed by the following guidelines. Should budgeted funds for travel become insufficient to support payments as explained herein, temporary modifications to these procedures will be issued by the Director of Finance.

7.403 LOCAL TRAVEL (PAC, April 29, 1971; President, June 26, 1971, Modified Nov.21,1972)

a. Local travel, as used in this manual includes, but is not limited to, intercampus travel and travel between an individual's assigned campus and other points of business. It does not include travel:

(1) For which overnight accommodations are required.

(2) For which round-trip mileage exceeds 300.

(3) Between an individual's assigned campus and his residence, for normal duty during regular work days. Mileage between an individual's residence and a campus other than the assigned campus may be reimbursed in the case of authorized travel to the other campus prior to reporting to the assigned campus. In such instances reimbursement will be only to the extent that the distance between the assigned campus and the residence by way of the other campus exceeds the direct distance between the assigned campus and the residence. Round-trip mileage between the residence and a campus other than the assigned campus may be reimbursed in situations where it would have been impossible, impractical, or inefficient to make the trip enroute to or from the assigned campus but only to the extent that such mileage exceeds a round trip between the residence and the assigned campus.

(4) To or from places of business located on a direct route between an individual's assigned campus and his residence, unless it would be impossible or impractical to make the required visit to these places of business enroute to or from the assigned campus. If a place of business is visited enroute to or from the assigned campus, and it is not on the direct route between the home and the assigned campus, reimbursement shall be based on the difference between the mileage between home and assigned campus by direct route.

(5) To and from meetings of the Board of Trustees, except where the individual is required to attend such meetings by virtue of:

(a) The office in which he is serving.

(b) Material he must personally present to the Board, or

(c) A request from his supervisor.

When one of the above qualifications is met, the round-trip travel shall be reimbursable regardless of the campus on which the Board of Trustees meeting is held.

b. Authorized travel between campuses is that which is necessary to attend scheduled classes, departmental meetings, and officially scheduled meetings of the college staff or faculty, and return to the assigned campus when such is required. Distance between the Rockville and Takoma Park Campuses is officially recognized as 15 miles.

c. Authorized travel between a campus and a place other than another campus is that which is necessary to conduct official college business at the second place. This would include travel between a campus and scheduled classes off campus, e.g., physical education classes at golf ranges and bowling alleys and nursing classes at hospitals.

d. Authorized personnel are reimbursed for the use of their privately owned vehicles at the rate of 12 cents per mile traveled. They may also be reimbursed for parking fees. When two or more individuals travel in the same privately owned vehicle, only one person will receive compensation for the mileage traveled, usually the owner. The driver, if the owner is not present, may receive a mileage payment if one is not claimed by the owner. (Mileage allowance approved by Board of Trustees, 1/21/74.)

e. Reimbursement for travel will be made only to those individuals who submit an approved "Statement of Local Travel Expense", MC Form 7.403. This form may be obtained from the Office of the Director of Procurement on Stores Requisition, MC Form 7.506. Monthly statements should be submitted to the appropriate departmental chairmen or staff supervisors for approval no later than the third of each month for travel during the preceding month. Statements should be processed through appropriate account managers so as to reach the Director of Finance by the sixth of each month.

f. An annual record of expense (MC Form 7.403f (2/1/75) incurred for local travel for each individual member of the faculty and administrative staff is maintained in the Office of the Director of Finance.

7.404 DISTANT TRAVEL (Approved by the President, November 21, 1972)

a. Distant travel, usually used in conjunction with leave for professional meetings (paragraph 3.435), is travel which meets any one or more of the following criteria:

(1) Overnight accommodations are required.

(2) Total expense incurred for all reimburseable items related to the trip, including conference registration fees, exceeds $50.00.

(3) Round trip mileage exceeds 300.

b. Requests for approval of use of college funds and subsequent reimbursement for expenses incurred on distant travel will be submitted through the individual's supervisor on the Form for Request for Leave for Professional Meetings and Special Funds, MC Form 7.40.

(1) Distant travel, for members of the Faculty, for which reimbursement is to be requested, must first be approved on the Request for Leave for Professional Meetings and/or Special Funds, by their Department Chairman, Division Chairman/Academic Dean, and Campus Dean.

(2) Distant travel by members of the Administration and Staff, for which reimbursement is to be requested, must first be approved by the individual's immediate supervisors. Final approval is granted by the College President for the Campus Deans, Dean of Administration, Dean of Education, Dean of the Faculty and personnel assigned to the President's office. The Campus Deans, Dean of Administration, or Dean of Education approve requests submitted by personnel assigned respectively to the offices supervised by them.

c. Travel to distant points may be made by any conveyance desired by the individual. Reimbursement for travel by private conveyance, however, will be made only on the basis of the lesser of 12 cents per mile or the cost of a tourist ticket by air. Actual tickets, if desired may be obtained through the College. When air transportation is used, travel reimbursement will also include the cost of travel between home and airport, airport and hotel at destination, and travel between hotel and place of business at destination. In addition to travel reimbursement, individuals are authorized reasonable reimbursement for the cost of meals and, upon submission of a paid bill, overnight lodging.(Mileage allowance approved by Board of Trustees, 1/21/74.)

d. An annual record of expense (MC Form 7.404 (2/1/75)) incurred for distant travel for each individual member of the faculty and administrative staff is maintained in the Office of the Director of Finance.

7.406 USE OF COLLEGE VEHICLES

a. General

Whether travel on official business by Faculty, Staff or Administrators is local or distant, college vehicles, if available, should be used.

When this mode of travel is used, no monetary reimbursement for mileage is authorized. Requests for the use of these vehicles should be made to the responsible office well in advance to insure their availability. Priority for the use of vehicles will normally be in accordance with the requests received. Exceptions, if any, will usually be based on obtaining the greatest economy in the use of college travel funds.

b. Responsible Offices

(1) The Office of the Campus Facilities Manager is responsible for the daily control of vehicles assigned to the Rockville Campus.

(2) The Office of the Business Manager is responsible for the daily control of vehicles assigned to the Takoma Park Campus.

(3) The Office of Internal Management is responsible for the daily control of vehicles assigned to the Central Administration.

c. Procedures

The following procedures will govern the use of College vehicles:

(1) On the campuses, keys are maintained in the Security Office; for the Central Administration, keys are maintained in the Office of Internal Management. When keys for a vehicle which has been reserved are picked up, the operator of the vehicle also obtains a Motor Vehicle Trip Form, MC Form 7.406. The trip form, fully executed, is to be returned with the vehicle keys at the conclusion of the trip.

(2) Normally, employees may not drive motor vehicles to their home. When it is necessary to do so, however, the employee must include this information on the trip form.

(3) Gasoline and oil for college vehicles are to be procured from the Lincoln Center or the Randolph Road Depot of the Montgomery County Public Schools which will bill the College for supplies used. The gasoline in the storage tank on the Rockville Campus is reserved primarily for use of utility vehicles assigned to the Rockville Campus.

(4) When fuel is needed and the vehicle is distant from MCPS facilities, or the need is at an hour when MCPS facilities are closed, the operator should purchase gasoline or oil using cash or his own personal credit card. If using cash, a cash receipt must be obtained and attached to the monthly "Statement of Local Travel Expense", MC Form 7.403, in order to secure reimbursement. If the individual uses his personal credit card, he should attach his copy of the voucher to the Statement of Local Travel Expense in order to secure reimbursement.

(5) No vehicle should be returned after use with less than one fourth of a tank of fuel.

(6) No vehicle is to be away from the College overnight unless permission is granted by the responsible office. Normally, college vehicles will not be kept out overnight locally.

(7) Normally, vehicles are to be driven only by Administrators or members of the college Staff or Faculty who possess a valid operator's license. Students are not normally authorized to drive college vehicles. In unusual circumstances, permission may be granted only if the student is over 21, possesses a valid operator's license, and receives permission from the office responsible for the operation of the particular vehicle.

(8) Hitchhikers shall not be picked up.

(9) If mechanical failure occurs to a vehicle within a 25 mile radius from the responsible office, the responsible office should be contacted. Otherwise, a nearby local garage, preferably one which specializes in the make vehicle affected, should be contacted for assistance. If it is estimated that repairs will exceed $100, the responsible office should be contacted for clearance prior to authorization of repairs. Bills for repairs should be turned in to the responsible office for reimbursement from the appropriate vehicle repair account.

(10) A driver of a College vehicle involved in an accident should immediately contact the local police and the Director of Internal Management.

7.48 PROPERTY CONTROL PROCEDURE (PAC, December 21, 1972)

General

Proper accountability of all college assets is essential to the fulfillment of the legal obligations of the institution and to the achievement of a high degree of fiscal responsibility. The following procedures provide a basis for accurate property control.

7.481 DETERMINATION OF INVENTORIAL PROPERTY

a. Any unit of furniture or furnishings, whether movable or fixed, or any instrument, machine, apparatus, or set of articles shall be considered as an inventorial item of property and, therefore, an integral part of the net worth of the College if it meets all of the following conditions:

   (1) It retains its original shape and appearance with use.

   (2) It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.

   (3) It has a purchase price of $50 or more.

   (4) It does not lose its identity through incorporation into a different or more complex unit or substance.

   (5) It has a life expectancy of three or more years.

b. Property not meeting all of the above conditions may, nevertheless, be declared inventorial if it represents an investment of money or embodies certain other characteristics which, in the judgment of the Director of Procurement, make such a declaration desirable. Such items would include, but not be limited to: electric hand tools; camera lenses; movable tub files; sets of items where each individual item is valued at less than $50; and individual items of furniture, such as secretarial chairs, which have an extremely long life. Persons requisitioning property may, if in doubt, contact the Director of Procurement to determine whether an item is inventorial and, therefore, whether it should be purchased from a supply or an equipment account.

c. At the time a purchase order is issued for any goods, the Director of Procurement will note on the purchase order those items which are definable as inventorial property.

7.482 DELIVERY OF INVENTORIAL ITEMS

Regardless of the campus for which the internal inventorial property is intended, all items of inventorial property will initially be delivered to the Central Receiving Section of the Office of Procurement (Rockville Campus) where an identification tag (number) will be permanently affixed. At the option of the Director of Procurement, certain inventorial property may be delivered directly to a using department or office if delivery to Central Receiving would prove impractical. In such instances, Central Receiving personnel will affix the identification tag (number) on site as soon after delivery as possible. (See also paragraph 7.484.)

7.483 FORMS USED IN PROPERTY CONTROL

a. The Property Control Report, MC Form 7.483 is the document used for the establishment of control over inventorial property when it is received at the College. Specifically, the report is used in fulfilling the following functions:

(1) Establishing Control over New Inventorial Items of Property

When a new item of inventorial property arrives at the Central Receiving Section, the receiving clerk will notify the requesting office and the person responsible for control of that type of property in the department or office concerned. From the latter, information will be obtained concerning the final location of the item received such as building, floor, and room number. A Property Control Report is then prepared by the receiving clerk and delivered with the property. The Property Control Report is reviewed by the person responsible for control of the department's or office's property who then signs it, signifying his receipt and his responsibility and accountability for the designated property. He retains a copy of the report; the remaining copies are returned to the Office of the Director of Procurement for distribution.

(2) Reporting Data Elements to Data Systems

If an item is definable as inventorial, a copy of the Property Control Report is sent to the Director of Data Systems providing him with the following applicable information for incorporation into the data base on property:

(1) College identification number, unless inappropriate
(2) Article description
(3) Location by campus
(4) Location by building
(5) Location by room
(6) Department assigned
(7) Manufacturer
(8) Model number
(9) Serial number
(10) Acquisition cost
(11) Year of purchase (and of acquisition, if different)
(12) Vendor's number
(13) Expected life
(14) Purchase order
(15) Federal property notation
(16) Property description code
(17) Budget type (operating or capital)
(18) Notation as to whether item is purchased as an original item, a replacement item,or has been carried in inventory indefinitely.

b. The Change in Status of Property Form, MC Form 7.483a, is used whenever there is a change in the status of property once control has been established. Specifically, the form is used in fulfilling the following functions:

(1) Reporting Movement of Property

If inventorial property that ordinarily occupies a fixed location is moved from one room to another for a period exceeding 14 days, even if it remains within the same academic department or administrative office, or under the same responsible person, such movement is to be recorded on the Change in Status of Property Form, MC Form 7.483a. One copy is to be retained and the remainder forwarded to the Procurement Office.

(2) Reporting Property That Is Loaned

Any property that is to be loaned by one department or office to another department or office for a temporary period of time (in excess of 14 days) must be reported to the Procurement Office on the Change in Status of Property Form, MC Form 7.483a. where a notation will be made of the temporary location of the item. When the item is returned to the original department or office, the Procurement Office will be advised in order that records may be kept current. However, certain inventorial equipment, which by its nature is subject to movement in and out of a department, will be considered as a part of the permanent inventory of that department and will be so recorded. Responsibility is vested in the department for maintaining its inventory record.

(3) Reporting Trades, Transfers, or Declaration of Surplus Property

Each item of property which is traded, transferred, or declared surplus (see paragraph 7.508) will be recorded on a Change in Status of Property Form by the responsible person in the department or office concerned. One copy is to be retained and the remainder forwarded to the Procurement Office.

c. When it has been determined by the person who is accountable that property is missing or destroyed, it is both essential and mandatory that the loss be reported immediately by the office involved to the appropriate campus security office on a Property Loss form, MC Form 7.376. The department or office completing the Property Loss form is to retain one copy for its records, and all remaining copies are to be immediately forwarded to the appropriate security office. After its initial investigation, the Security Office will forward a copy of the Property Loss form to the Director of Procurement and the Director of Internal Management through the campus dean. (See also paragraph 7.376.)

d. When new property is requisitioned for the replacement of existing property, the Montgomery College identification number for the replaced property must be noted on the requisition for the new property.

7.484 INVENTORY IDENTIFICATION TAGS

a. After receipt of the goods in question, the receiving clerk will etch the property control number on the property or will affix to the property a permanent, non-removable inventory identification tag containing the property control number. The number etched on the property or indicated on the tag will be recorded on the property control report together with a notation as to the location of the identifying number on the particular item of inventorial property. In the event of crated materials, the receiving clerk shall assign and affix the inventory tag as soon as the materials are uncrated. Such labels will be placed on that part of the surface of the equipment not subject to wear. The number will also be placed, whenever possible, so that it is visible without moving the equipment.

b. In the event that an inventory identification tag becomes detached, the tag must be returned to the Procurement Office rather than attempting to replace it. In the event that an inventory identification tag is discovered missing, the Procurement Office should be notified.

7.49 PURCHASE OF INSTRUCTIONAL SUPPLIES (PAC, May 30, 1974)

a. General Guidelines

(1) The College budgets, purchases, and pays for those supplies and materials which are consumed, destroyed or expended in the instructional processes, or which remain with or are disposed of by the College following completion of a course. Students are expected to pay for those materials and supplies which they retain after taking a course. Instructional supplies are calculated overall for each campus in accordance with campus standards of $2.50 per student enrollment for the Takoma Park Campus and $2.00 per student enrollment for the Rockville Campus. The standard for the Takoma Park Campus is greater because enrollments are smaller and the Allied Health Program courses typically require greater supply support. The total amount generated by these standards is distributed among the academic departments by the campus deans, not to exceed the campus average per student enrollment. (Approved by the President, 1/24/75)

(2) Dissecting tools, laboratory aprons, slide rules, elaborate picture frames, etc., are examples of supplies which are kept by students after completion of a course, and, therefore, must be purchased by them.

(3) The College is expected to budget for and to supply such items as: chemicals, fetal pigs, stage cosmetics, bulbs for projectors, ink for presses, instructional equipment supplies, hazardous materials, supplies carried over from year to year, items normally expended during the instructional process, and supplies which cannot be made available except through special purchase orders.

b. Administrative Procedures

(1) Each academic department, using the general guidelines, will establish lists of those items of supplies and materials which should be paid for by students. When a specific course is given on more than one campus, and student supplies are involved, the inclusive list prepared--as to what supplies, if required, will be paid for by students--should be agreed on in advance by the department chairmen so that there is consistency among campuses relative to what the College budgets for within the general guidelines.

(2) Campus Deans will be furnished the approved departmental lists of student-supplied items for appropriate distribution.

(3) Any instructional supplies which students are required to furnish should be available at the Campus Bookstore, or from local commercial sources.

(4) Paragraph 7.49a (1) above will be included in the budgetary standards.

CHAPTER IX

ACADEMIC REGULATIONS

00 POLICY CONCERNING ACADEMIC REGULATIONS

Acting under statutes approved by the Board of Trustees in January 1950, the faculty of Montgomery College adopted, with the approval of the President, the following policy regarding academic regulations:

a. An academic regulation shall be defined as a rule which applies to members of the faculty and staff, and/or students, and which directly affects the academic standards of the institution.

b. It shall be the duty of the Committee on Academic Regulations to recommend to the faculty adoption of such amendments of the regulations as it deems necessary.

c. For purposes of organization, regulations shall be numbered from 9.10 to 9.99, and shall be classified as follows:

9.10 - 9.19	Admission and Readmission
9.20 - 9.29	Acceptance and Evaluation of Credits
9.30 - 9.39	Graduation
9.40 - 9.49	Grades and Scholastic Honors
9.50 - 9.59	Unsatisfactory Academic Progress
9.60 - 9.69	Registration
9.70 - 9.79	Academic Programs
9.80 - 9.89	Classes and Instruction
9.90 - 9.99	Petition and Appeal

Where subclassification is necessary, it shall be accomplished by attaching an additional digit to the regulation number. Regulations may be divided into sections without subclassification where this procedure seems advisable. When a regulation fits equally well into two classifications, it shall be placed in the earlier one.

d. Academic regulations for which the student is to be held primarily responsible shall be preceded by an asterisk.

e. An academic regulation shall become effective only at the beginning of an academic year and only after the following conditions have been fulfilled:

(1) The regulation has been approved by the faculty.

(2) A revised list of the academic regulations has been published by the Committee on Academic Regulations and distributed to the faculty.

(3) The faculty and the President have formally approved this list for the following year.

(4) The regulations preceded by an asterisk have been made available to the students by insertion in some official publication of the College.

f. In the event that the conditions in paragraph e have not been met, the academic regulations for the preceding year shall remain in effect.

g. In cases of urgency, the faculty with approval of the President, shall take action superseding or augmenting the academic regulations, without regard to paragraph e. Such action shall be classified as a temporary regulation and shall be in effect only for the remainder of the year.

h. It shall be the responsibility of the campus committee on academic appeals to review such cases as specified in the regulations and to consider cases in which the application of an academic regulation to an individual may not be to the best interests of the College and the students. The faculty may make provision in the regulations for delegating to the campus committee on academic appeals the power to set aside certain specified regulations in individual cases. In the event that the campus committee on academic appeals shall make an exception, it shall be reported to the faculty via published minutes for purposes of record.

i. It shall be the responsibility of each member of the faculty and the staff to see that the academic regulations are followed and to report any noncompliance to the campus registrar. It shall be the duty of the campus registrar to make known to his respective associate dean of students or campus dean, or both, any such noncompliance for appropriate action.

j. Each student shall be held accountable for the knowledge and understanding of the rules and regulations. Any deliberate attempt on the part of a student to evade compliance with an academic regulation shall be reported to the appropriate associate dean of students or campus dean. (Adopted March 19, 1954)

k. It shall be the responsibility of the admissions committee on each campus to act on all cases of admission or readmission to that campus of the College.

9.05 ACADEMIC REGULATIONS IN EFFECT FOR THE YEAR 1975-1976

The following paragraphs comprise a complete list of the academic regulations which have been approved by the President and the college faculty. The dates following each regulation indicate major revisions approved by the President and the faculty or minor editorial corrections suggested by the Committee on Academic Regulations and approved by the President. Where more than one date appears, the last date is that upon which the regulation was approved as it now stands.

9.07 PROPOSING CHANGES TO FACULTY REGULATIONS

In order that proposals for changes to academic regulations might contain the specificity needed for the Academic Regulations Committee to make a sufficiently well-informed appraisal of them, the Faculty Senate has approved a format for use in proposing such changes. The format to be used is published as Appendix B of this Faculty Handbook.

9.10 GENERAL REQUIREMENTS FOR ADMISSION

*9.101 MATRICULATED STUDENTS.

a. Criteria

Matriculated students are those persons who are admitted to a degree or certificate curriculum. To be admitted as a matriculated student in a curriculum, an applicant must meet any one of the following conditions: be a graduate of a secondary school or the equivalent; have the permission of his or her secondary school principal to waive the senior year of high school; or, have earned 12 hours of college credit at Montgomery College or any other accredited institution, with a cumulative grade point average of 2.00 ("A" is equivalent to 4.0) or better. Matriculated students may attend the College either full-time or part-time.

b. Admission Procedures

Applicants for admission as matriculated students must meet the following requirements:

(1) File a formal application.

(2) Pay the application fee.

(3) Submit, for the highest level of education completed, high school transcripts indicating graduation, or certification of high school equivalency or completion, or college transcripts. In addition, for a high school junior seeking admission as a matriculated student, a letter must be received by the College from the principal of the high school attended, expressing the opinion that the student is qualified for college and waiving completion of the student's final high school year.

(4) Submit the required college health form. This form may either be filled out by a physician or be completed by the student as a self report.

(5) For some curricula, it may be necessary, because of limited facilities or limited numbers of faculty, for applicants to obtain the approval of the curriculum coordinator or department chairman in order to be accepted into a particular curriculum.

c. Foreign Students

Foreign students applying for admission as matriculated students must meet the following requirements, in addition to the general requirements for matriculated students shown above:

(1) Submit application and all supporting data prior to the deadline established for foreign students. An early application deadline is necessary for foreign students to allow college personnel sufficient time for the proper evaluation of academic record and test scores.

(2) Have a personal interview with the foreign student advisor on the campus to which application is being made.

(3) Provide evidence of satisfactory English language fluency.

Foreign students whose test scores and academic records indicate deficiency in English language fluency will be admitted as special students while they take appropriate courses designed to improve their language fluency sufficiently to benefit from regular courses.

(March 19, 1954; March 3, 1964; November 16, 1967; May 19, 1972; June 6, 1973)

*9.102 SPECIAL STUDENTS

a. Criteria

Students who have completed their high school requirements, or who are beyond normal high school age and who feel that they can benefit from the programs of the College, are admitted as special students to enroll in college courses. Students who are within normal high school age and have not completed their high school requirements are normally admitted to the College only following completion of the eleventh grade. Admission is granted either with a letter of permission from their principal, waiving for them the completion of the final high school year, or in the early placement program of the College. Special students are not candidates for a degree or certificate, but may so qualify by fulfilling the admission requirements for a matriculated student.

b. Admission Procedures

Applicants for admission as special students must meet the following requirements:

(1) File an application.

(2) Submit evidence of eligibility if they wish to enroll in more than two courses concurrently:

(a) Those attending college during the semester prior to application must show evidence that they are not under suspension at their former institution. Students under suspension are restricted in enrollment to two courses until they satisfy requirements for terminating academic restriction.

(b) Those attending high school during the semester prior to application, and who did not graduate, must show evidence of satisfactory academic status at the aforesaid school.

(c) Evidence for the above may be in the form of grade reports or a letter from the principal, dean or registrar, or a facsimile of diploma, or a transcript of the academic record.

c. Foreign Students

Foreign students who, because of deficiency in English language fluency, are admitted as special students may be limited to enrolling only in those courses designed to improve their language skills.

(March 19,1954;March 3,1964;June 11,1966;June 6,1973)

9.104 EQUIVALENCY STANDARDS

An applicant who furnished high school equivalency through tests of General Educational Development must attain scores which correspond to the State of Maryland's regulations for receiving high school equivalency diplomas.

(May 19, 1972)

9.12 ADMISSION OF STUDENTS WITH ADVANCED STANDING

An applicant for admission with advanced standing is subject to the provisions of Regulation 9.211 - 9.215.

(March 19, 1954; July 15, 1969)

*9.15 READMISSIONS

9.151 INTERRUPTED ENROLLMENT

Students who have interrupted consecutive enrollment in the College for any reason must file with the Director of Admissions an application for reenrollment which must be approved by the appropriate campus admissions committee.

(May 26, 1949; Mar.19,1954; Mar.12,1964; June 10,1968)

9.152 STUDENTS ON ACADEMIC RESTRICTION

a. Students, who at the end of the previous semester were placed on academic suspension by their former institutions, will be admitted to the College on academic restriction. Also, Montgomery College students who fail to meet required cumulative quality point averages will be placed on academic restriction.

b. Students on academic restriction are permitted to enroll for no more than two courses during any semester in which they are on restriction. Academic restriction is terminated when the student earns a grade of "C" or better in each course taken during the semester on restriction, or increases his cumulative quality point average to the required level.
(Apr.15,1948;Mar.19,1954;May 15,1964;June 11,1966;July 15,1969; July 2,1970;June 1,1971;June 6,1973)

9.154 ADMISSIONS DECISION

The decision in all cases of admission and readmissions will rest with the appropriate campus admissions committee.
(May 24,1956; June 11,1966; Jan.4,1968; July 15,1969;Jan.1,1971)

9.21 EVALUATION OF ADVANCED CREDITS

9.211 WORK AT OTHER INSTITUTIONS

Credits earned at other institutions of recognized collegiate grade are accepted for advanced standing, subject to the conditions of Regulations 9.212, 9.213, 9.215, 9.218.

9.212 CREDIT FOR WORK AT AND REQUIREMENTS WAIVED BY OTHER INSTITUTIONS

a. Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and providing its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits from terminal (career) programs shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a grade point average equivalent to at least a "C" from the sending institution(s).

b. If a student is granted a waiver of a course by virtue of his proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.
(May 26,1949; May 6,1952; Jan.4,1968; June 6,1973)

9.213 NON-EQUIVALENT COURSES

Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the campus registrar a maximum of eight semester hours of credit may be granted for non-equivalent courses.
(May 6,1952; June 10,1968)

9.215 CORRESPONDENCE COURSES

No transfer credit will be allowed for correspondence courses except as specified in Regulations 9.291, 9.292, and 9.294.
(May 6, 1952)

9.216 QUALITY POINT AVERAGES

Grades for courses transferred from other institutions are not included in determining quality point averages. See Regulation 9.441.
(March 12, 1968)

9.217 CREDIT BY EXAMINATION

In departments offering credit by examination, students may receive credit under this regulation for courses successfully challenged. Departments may elect one of two grading options:

a. The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or better. The grade of "P" will not be figured into a cumulative point average.
(June 14, 1974)

b. The grades of "A", "B", or "C" may be earned. These grades will be figured into a cumulative point average.
(May 19, 1972)

9.218 MAXIMUM HOURS

The maximum credit earned by national testing service examinations and/or transfer from other institutions cannot exceed 45 credit hours. However, in some curricula a specified number of credits in the major field, beyond the minimum* indicated above, must be successfully completed within the department at Montgomery College.
(May 19, 1972; June 14, 1974)

9.29 CREDITS GRANTED FOR WORK DONE WHILE IN THE ARMED SERVICES

9.291 APPLICABLE CONDITIONS

Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified in Regulations 9.292, 9.294 and 9.295.

(September 9, 1949; May 11, 1951; July 15, 1969)

9.292 BASIC GUIDE

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services".
(September 9, 1949; May 11, 1951)

9.294 CORRESPONDENCE COURSES

Credit may be granted for correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examinations, before the student matriculates at Montgomery College.
(September 9, 1949; May 11, 1951)

*The word 'minimum' as used in this academic regulation is construed to mean the required number of credit hours for a curriculum less 45.

9.295 MAXIMUM CREDIT

The campus registrar shall not grant more than a total of 24 hours credit for U. S. Armed Forces Institute courses and service-training courses.
(September 9, 1949; May 11, 1951)

9.30 THE DEGREE OF ASSOCIATE IN ARTS

9.301 CREDIT REQUIREMENTS

To qualify as a candidate for the degree of Associate in Arts, a student must have earned the following:
(May 19, 1972)

a. A minimum of 60 hours of academic credit which must include all courses required in the curriculum elected by the student or such alternate courses as are specifically required by the college or university to which the student will transfer.

b. One semester hour of college orientation. This requirement may be waived if the student enters with six or more semester hours of advanced standing or if in the judgment of the academic advisor and the appropriate associate dean of students the student has experience equivalent to one semester hour of orientation.
(January 4, 1968)

c. Unless the curriculum in which the student has matriculated requires more PE courses than the following, then:

(1) Students who matriculated prior to 1973-1974 are required to take one semester hour of HE 100 and three semester hours of PE 101 through 144.

(2) Students matriculating in 1973-1974 are required to take one semester hour of HE 100 and two semester hours of PE 101 through 144.

(3) Students matriculating thereafter are required to take one semester hour of HE 100.

This requirement does not apply to part-time students nor those students who meet exemption conditions for granting of waivers as specified in Academic Regulation 9.343.
(Apr.19,1947; Jan.14,1948; June 18,1948; Apr.19,1949; May 25,1961; June 15,1962; June 12,1963; June 5,1967; June 6,1973; June 14,1974;

9.302 POINT AVERAGE REQUIRED

To qualify as a candidate for a certificate or the degree of Associate in Arts, a student must have a minimum cumulative point average of 2.00 in the curriculum in which he is engaged.
(April 19, 1947; Jan. 4, 1968; June 1, 1971; June 14, 1974)

*9.312 TRANSFER TO ANOTHER COLLEGE

With the approval of the campus registrar, a student may be admitted to candidacy for the degree of Associate in Arts who has completed at least three semesters of full-time attendance at Montgomery College and who later earns no more than eight semester hours of required credits at another college to which he transfers. Approval by the campus registrar must be obtained in advance of transferring; each application will be considered on its merits by the registrar; and the registrar may specify the length of time within which the work must be completed, and may specify the particular courses to be completed.
(Feb.2, 1949; Jan. 4, 1968; June 10, 1968; July 15,1969)

*9.32 TRANSFER FROM ANOTHER COLLEGE

Holders of an associate or higher degree who wish to earn an Associate in Arts degree from Montgomery College must complete a minimum of one-half of the total of credit in a curriculum at Montgomery College. Transfer of credits from another institution will be governed by the regulations of the College. In order for the student to earn a degree, transfer credits must be complemented by the balance of the course requirements for the curriculum in which the student matriculates.
(April 4, 1967; June 10, 1968)

9.34 GENERAL REGULATIONS CONCERNING GRADUATION

9.341 FILING APPLICATION

Candidates must file application for candidacy with the campus registrar no later than November 1 for Fall graduation, April 1 for Spring graduation, and July 15 for Summer graduation.
(June 18, 1949; March 9, 1951; January 1, 1971)

9.343 PHYSICAL EDUCATION WAIVER

A student who presents a physician's certificate is exempt from activity courses PE 101 through 144. (Also, see AR 9.72, Substitution of Courses.)
(June 5, 1967; July 15, 1969; July 2, 1970; June 14, 1974)

*9.35 REVIEW OF ACADEMIC STANDING

At any time prior to graduation, a student may request the campus registrar for a review of his academic standing and for a report on his qualifications for graduation.
(June 19, 1948; February 20, 1968)

9.36 HONORS

A candidate for graduation whose final cumulative point average is 3.40 or higher will be graduated "with honors".
(June 18, 1948; May 26, 1949; February 20, 1968)

*9.40 GRADING SYSTEM AND STANDARDS

*9.401 GRADING SCALE

a. The following grading system is used:

Grade	Standard	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D	Pass without recommendation	1
F	Failure	0
I	Incomplete	None
P	Pass (Credit by Examination)	None
R	Registered for audit	None
W	Withdrawn	None
X	In Progress	None

b. Semester hours of credit in which a grade of A, B, C, D, or P has been received are defined as "earned" semester hours.
(May 19, 1972)

c. Semester hours of credit in which a grade of A, B, C, D, or F has been received are defined as "attempted" semester hours.
(May 19, 1947; June 18, 1949; May 11, 1951; May 5, 1960; June 11, 1966; July 2, 1970; June 1, 1971)

d. The grade of P may be used by departments for courses in which credit by examination is given. This grade is not included in determining cumulative averages.
(May 19, 1972)

*9.411 "INCOMPLETE" GRADE

If the grade of "I" (Incomplete) is assigned by the instructor, the work must be completed within the four weeks following the beginning of the next full semester unless the instructor notifies the registrar's office that an extension has been granted, in which case he must specify the new date of completion. When the work is completed, the campus registrar will record the grade as assigned by the instructor. If no grade is received by the specified date, a grade of "F" will be recorded. Under normal circumstances this period will not be extended beyond the end of the next full semester.
(April 19, 1947; Jan. 14, 1948; March 19, 1954; February 20, 1968; July 2, 1970; June 1, 1971, June 20, 1975)

*9.412 "REGISTERED FOR AUDIT" GRADE

Subject to Regulation 9.648, the grade of "R" (Registered for Audit) will be recorded if the student so requests, (a) at the time of registration, if approved by the instructor or (b) before the end of the eleventh week, if approved by the instructor. In special circumstances a student may appeal in writing to the campus committee on academic appeals for permission to change to audit. Students registered for audit are entitled

to participate in all course activities but receive no credit.
(Jan.14,1948; June 18,1948; Apr.22,1955; May 5, 1960; June 15,1962; June 9, 1968; March 12, 1968; June 1, 1971; June 6, 1973)

9.413 IN PROGRESS GRADE

The grade of "X" may be awarded only in those courses which are designed for students proceeding at their own pace. If by the end of the semester the student has not completed the objectives or the requirements of the course, he may be awarded the grade of "X". A passing grade will be awarded in a subsequent semester, provided that the student has re-registered for and met the objectivies of the course in which the grade was awarded.

(June 1, 1971; May 19, 1972)

*9.42 FINAL GRADES

The semester grade as reported to the campus registrar at the end of the semester is final and will not be changed except on the written acknowledgment by the instructor that there was an error in computation or recording. In no event will such a change be made later than two months following the close of the semester in which the grade was originally issued. The close of the semester is the last day in the academic calendar of a given semester that final examinations are officially scheduled. This regulation does not apply to the grade "X".

(July 2, 1971; May 19, 1972)

9.43 MID-TERM GRADES

*9.431 AVAILABILITY

In the week following mid-semester examinations, students may obtain mid-semester grades from their advisors.
(April 19, 1947; Jan. 14,1948; May 26,1949, Mar.12, 1968; July 15, 1969)

9.432 SUBMISSION

Mid-semester grades of all students shall be submitted to the campus registrar.
(April 19, 1947; Jan. 14,1948; May 26,1949; Mar. 12, 1968; July 15, 1969)

*9.44 QUALITY POINT AVERAGES

*9.441 SEMESTER POINT AVERAGE

A semester point average is the total number of quality points earned in a particular semester or summer session, divided by the total number of attempted semester hours for that semester.
(April 19, 1947; June 11, 1966; July 15, 1969)

*9.442 CUMULATIVE POINT AVERAGE

A cumulative point average is the total number of quality points earned in all semesters and summer sessions, divided by the total number of attempted semester hours in all semesters and summer sessions. In repeated

courses only the last attempted hours will be computed in the cumulative average.
(April 19,1947;June 18,1948;June 11,1966;July 15,1969;June 1,1971)

*9.443 GRADES USED

a. Final course grades exclusively are used to compute quality point averages. Grades for courses transferred from other institutions are not included in determining quality point averages. For all purposes of record and reference, the cumulative point average does not change at any time except at the close of a semester.
(April 19, 1947; June 18, 1948; March 12, 1968; July 15, 1969)

b. Every grade received is included in the student's transcript, but only his last grade in any course repeated will be computed in his cumulative point average. Students who repeated a course or courses prior to the fall of 1971 may, upon their request to their campus registrar, have their cumulative point average recomputed in accordance with this regulation.
(April 4, 1967; June 10, 1969; June 1, 1971; October 14, 1971)

c. The grades of "W", "R", and "P" are not included in any quality point average.
(May 19, 1972)

9.45 PREREQUISITE IN THE ALLIED HEALTH PROGRAMS

A grade of "C" or better is required in certain allied health courses related to clinical competency, in order to register in the subsequent course.
(June 14, 1974)

*9.46 HONORS - DEAN'S LIST

*9.461 ELIGIBILITY

To be eligible for the Dean's List a student must have a semester point average of 3.40 or higher and must have carried five or more semester hours.
(April 19, 1947; January 14, 1948; May 21, 1959; March 19, 1968)

*9.462 COMPOSITION

The Dean's List shall be divided into full-time and part-time students.
(April 19, 1947)

*9.50 ACADEMIC STATUS

*9.501 CRITERIA USED

a. At the close of any semester or summer session the academic status of every student shall be determined by the standards set forth in the following table:

Total cumulative semester hours attempted	Student is in good academic standing if cumulative quality point average equals or exceeds	Student is placed on probation if cumulative quality point average is less than	Student is placed on academic restriction
1 - 5	0.0	-	-
6 - 10	0.5	0.5	0.3
11 - 18	1.5	1.5	0.5
19 - 32	1.7	1.7	1.0
33 - 45	1.8	1.8	1.2
46 - 65	1.9	1.9	1.5
66 and above	2.0	2.0	1.7

(The above is portrayed graphically on the following page.)
(June 5, 1967; July 15,1969; June 6, 1973)

b. Probation as illustrated in the above table shall not appear on the student's permanent record card but will be shown on the grade report as warning information to the student and as a guideline for inter-collegiate athletic participation.
(June 5, 1967; June 10, 1969)

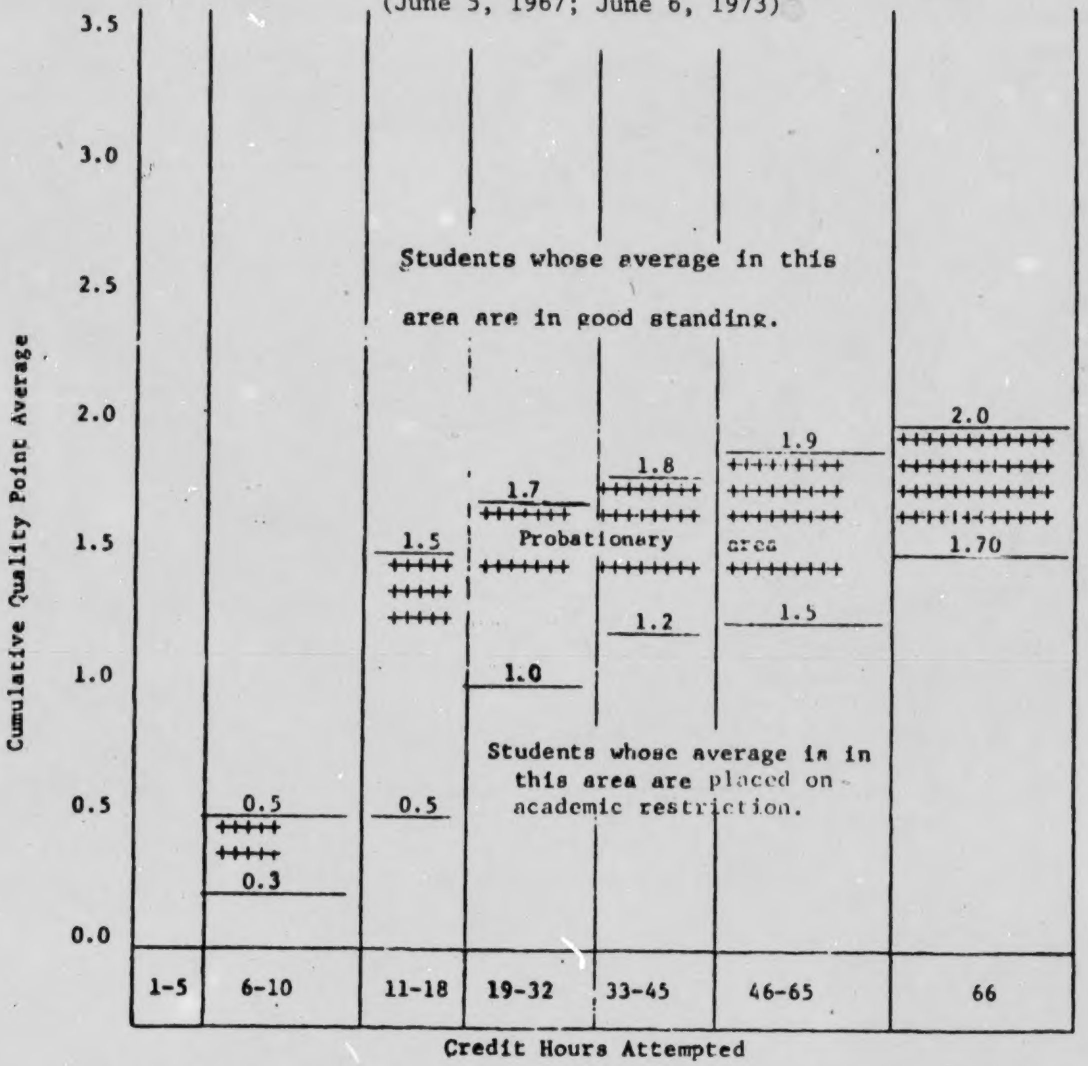
c. Any student earning a current semester average of 2.0 or higher will not be placed on academic restriction at the end of the current semester regardless of his or her cumulative grade point average.
(June 10, 1969, June 20, 1975)

*9.502 WORK AT OTHER COLLEGES

A student's probational status shall not be changed by courses taken at another college.
(April 15,1948; May 21, 1959; July 15, 1969)

DETERMINATION OF STUDENT STATUS

(June 5, 1967; June 6, 1973)



*9.60 REGISTRATION CLASSIFICATIONS

*9.601 REGULAR STUDENTS

A regular student is one who has been admitted to a degree or certificate curriculum. A regular student may be either a full-time or a part-time student.

(June 11, 1966; July 15, 1969; January 21, 1971)

*9.602 FULL-TIME STUDENTS

A full-time student is a regular student who is enrolled for 12 or more credit hours or their equivalent.
(June 18,1948;May 24,1956;June 21,1963;July 11,1966;July 15,1969;

*9.603 PART-TIME STUDENTS

A part-time student is a regular student who is enrolled for no more than 11 semester hours for credit.
(June 11, 1965; June 11, 1966; July 15, 1969)

*9.604 SOPHOMORE STUDENTS

A sophomore student is a regular student who has a minimum of 28 earned semester hours. All other regular students are freshmen.
(June 18, 1949; June 11, 1965; June 11, 1966; July 15, 1969)

*9.605 SPECIAL STUDENTS

A special student is one who has been admitted under academic regulation 9.102.
(June 11, 1966)

*9.61 LATE REGISTRATION AND CHANGE OF PROGRAM

*9.611 LATE FEE

All students are expected to register on the dates listed in the college calendar. For registering after those dates, a late fee of five dollars is charged.
(April 19, 1947; June 18, 1948)

*9.612 ADDING COURSES

No course may be added after the first week that a class beings except by permission of the instructor in the course. The last date to add a course will be no later than the last day of the fifth week of classes for all courses of normal semester length. If a department requests a course change in order to place a student in a course commensurate with the student's ability, then academic regulation 9.612 does not apply. This regulation, therefore, would not be applicable to self-paced courses.
(Apr.19, 1947; January 14, 1948; June 18, 1948; June 20, 1975)

*9.613 CHANGE FROM AUDIT TO CREDIT

Before the end of the fifth week of classes a student registered for audit (R) may change to credit with the consent of the instructor.
(June 9, 1965; March 19, 1968)

*9.62 REPEATED COURSES

A student may not repeat for credit a course in which he has received a grade of A, B, C, or P.
(May 19, 1972)

9.63 ACADEMIC LOAD

9.631 MATRICULATED STUDENTS

Matriculated students may not enroll for more than 19 hours in one semester except by permission of their academic adviser and associate dean of students.
(May 26,1949; June 11,1966; Mar.19, 1968; July 15, 1969; June 6, 1973)

9.632 SPECIAL STUDENTS

A special student may attempt no more than two courses in any one semester except by permission of the associate dean of students.
(June 11, 1966; March 19, 1968; July 15, 1969)

*9.64 WITHDRAWAL FROM CLASSES

*9.641 CONSULTATION

A student who wishes to withdraw from one or more courses shall first consult with his advisor, who will sign a "Change in Schedule" form. A student who wishes to withdraw from all classes shall consult with a counselor. Although the final decision of dropping rests with the student, his advisor or a counselor may at his discretion require the student to confer with his instructors before signing the "Change of Schedule" form. The student will then file this form with the campus registrar.
(January 14, 1948; May 12, 1953; April 16, 1968; July 2, 1970)

*9.642 FORM REQUIRED

It shall be the responsibility of the student to file the approved "Change in Schedule" form with the campus registrar. If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, the grade of "F" will be recorded at the end of the semester.
(January 14, 1948; June 18, 1948; May 12, 1953)

*9.643 RECORDING DROPPED COURSES

Courses officially dropped before the end of the fifth week of classes will not be included on the student's permanent record or on official transcripts.
(January 14, 1948; May 26, 1949; July 15, 1969)

*9.644 TIME LIMITATIONS

No course may be officially dropped after the 11th week of classes, EXCEPT that complete or partial withdrawal may be made upon evidence certifying to one of the following conditions: (1) Voluntary enlistment in the Armed Services; (2) Involuntary enlistment as the result of Selective Service; (3) Withdrawal requested on grounds of ill health and supported by medical certification; and that (4) Under special circumstances a student may appeal in writing to the campus committee on academic appeals for permission to withdraw from classes.
(May 12,1953; May 5,1960; April 4,1961; June 15,1962; June 10,1969; July 2, 1970)

*9.645 GRADES ASSIGNED

If a course is dropped after the fifth week of classes and before the end of the eleventh week, the grade of "W" will be recorded.
(July 2, 1970)

*9.646 WITHDRAWAL DATE

The official date of withdrawal is the date on which the completed "Change in Schedule" form is filed with the campus registrar. No grade will be reported by an instructor before this date, and the student is responsible for all assigned course work up to date.

(June 18, 1948; May 12, 1953)

*9.648 EXCESSIVE ABSENCES

If the student is dropped by the instructor for excessive absences according to academic regulation 9.823 during the first 11 weeks, academic regulation 9.643 or 9.645 shall be applied. If the student who is registered for credit is dropped by the instructor for excessive absences according to academic regulation 9.823 after the eleventh week, the grade of "F" shall be recorded. If the student who is registered for audit is dropped by the instructor, the grade of "W" shall be recorded.

(Jan.11,1957; June 15,1962; June 11,1966; July 15,1969; June 6,1973)

9.649 DROPPING UNPREPARED STUDENT

In the event that a student registers for a course for which he lacks the prerequisites as designated in the college catalog, the instructor, after consultation with the student, may drop the student from the course, immediately notifying the registrar of his decision in writing; this action to be taken within the first five weeks of the semester. The instructor's decision may be appealed to the appropriate department chairman.

(June 14, 1974)

9.70 ACADEMIC PROGRAMS

*9.701 CURRICULUM REQUEST

Each regular student will request a specific curriculum at the time of application for admission. This request is subject to approval of the appropriate campus admissions committee. The student will remain in this approved curriculum unless it is changed by official action in accordance with 9.704, 9.706, and 9.708.

(November 3, 1948; June 11, 1965; April 16, 1968; July 15, 1969)

*9.702 ADVISER

The associate dean of students will assign each student to an academic adviser at the time of acceptance and to a student personnel counselor during his first semester.

(June 11, 1965; April 16, 1968; July 15, 1969; June 23, 1970)

*9.704 CHANGING CURRICULUMS

A student who wishes to change curriculums must submit to the campus registrar a "Request to Change Curriculum" form which has been approved by his academic adviser, his student personnel counselor, and adviser in the requested curriculum.

(April 16, 1968; July 15, 1969; July 2, 1970)

*9.706 APPROVAL OF CURRICULUM CHANGE

A student's "Request to Change Curriculums" will be processed under one of the following sections:

a. The campus registrar may approve the change for the campus committee on academic appeals when the "Request" has been unanimously endorsed by the student's counselor, his adviser, and adviser in the requested curriculum, and the appropriate associate dean of students.
(July 15, 1969; July 2, 1970)

b. When the "Request" has not received unanimous endorsement, the campus committee on academic appeals will consider the case on its merit at a hearing previously announced to all interested parties to the action.
(June 18, 1948; Nov.3, 1948; June 11,1965;Apr.16,1968;July 15,1969)

*9.708 CHANGE OF ADVISER

A student whose curriculum has been changed may be assigned to a new adviser by the appropriate associate dean of students.
(June 18,1948; Nov.3,1948; June 11,1965; Apr.16,1968; July 15,1969)

9.72 SUBSTITUTION OF COURSES

9.721 AUTHORITY TO CHANGE

Only the academic adviser may change curriculum requirements as provided for in academic regulations 9.722 through 9.726.
(May 12, 1953; April 16,1968; July 15, 1969; June 1, 1971)

9.722 CRITERIA

Courses substituted must be:

a. At the same level or higher than the course being replaced, (i.e. 100 level courses for 100 level, 200 level for 200 level, 200 level for 100 level), and in the same general field (i.e. Social Science for Social Science, Humanities for Humanities, Mathematics (Science) for Mathematics (Science) as specified in the current catalog. Courses not in these categories must be substituted under academic regulation 9.726.)
(June 1, 1971)

b. Necessary to fulfill requirements of the college to which the student intends to transfer, provided that all elective hours have already been used for this purpose.
(May 12, 1953; April 16, 1968; July 15, 1969)

9.723 RECORDING

All substitutions must be recorded on the appropriate registrar's form, MC Form 9.723, at the time the adviser grants them.
(May 12, 1953; April 16, 1968; July 15, 1969; May 19, 1972)

9.724 SEMESTER-HOUR LIMITATION

No more than nine semester hours may be substituted in any curriculum, and these nine semester hours must be approved by the advisor.
(May 12,1953;Apr.16,1968;July 15,1969;July 2,1970;June 24,1974)

9.726 EXCEPTIONS

Any substitution for curriculum course requirements not specified in regulations 9.721 - 9.724 may be approved by the campus committee on academic appeals.
(May 12,1953; April 22,1955; April 16,1968; July 15,1969)

*9.82 CLASS ATTENDANCE

*9.821 EXCUSED ABSENCES

Students are expected to attend all class sessions except in cases of emergency (e.g., illness, death in family), or when participating in official college functions (e.g.,field trips and athletic events). In these cases, or in the case of absence for special personal reasons, it is the student's responsibility to confer with the instructor about whether the absence is to be considered as excused. When determining whether to consider an absence as excused, the instructor may require such evidence as he sees fit and may consider the student's previous attendance record.
(Jan.14,1948; June 18,1948; May 11, 1950; June 11,1950)

*9.822 "MAKE-UPS"

Absences usually cannot be made up, and permission for make-up, even when it is possible, will be granted only at the instructor's discretion.
(January 14, 1948; June 18, 1948; May 11, 1950)

*9.823 EXCESSIVE ABSENCES

When a student's unexcused absences have equalled the number of class sessions per week, the instructor may notify the associate dean of students, who will issue a warning statement to the student. If, after the student has been warned, an additional unexcused absence occurs, the instructor may drop the student, and assign a grade according to academic regulation 9.648.
(May 6, 1952; March 3, 1966; April 16, 1968)

*9.830 ABSENCE OF INSTRUCTOR

In the event an instructor does not arrive at the appointed class within 15 minutes after the time the class is scheduled to begin, the students may assume the class will not meet that day.
(April 22, 1955; April 16, 1968)

*9.85 CHEATING AND PLAGIARISM

If a course instructor feels that a cheating offense warrants action beyond the grade penalty assigned, he may refer the case for disciplinary action to a committee composed of teaching faculty and students. The members of the committee shall be selected in a manner prescribed in the governance document of each campus.

(May 21, 1959; June 11, 1966; April 16, 1968; June 14, 1974)

*9.90 PETITION AND APPEAL

*9.901 PETITION PROCEDURES

At any time a student believes that application of these regulations in his individual case is unwarranted, he may petition for review and consideration by the campus committee on academic appeals. A written request should be addressed to the chairman of the campus committee on academic appeals and submitted to the office of the associate dean of students. The Student Personnel staff will direct the completion of the petition form, advise the student concerning implications of the regulations or any change in status, and secure relevant facts and opinions of interested faculty. The complete petition with the appropriate recommendations will then be submitted by the office of the associate dean of students to the committee for consideration. Regulations concerning admission or readmission are not subject to appeal to the campus committee on academic appeals. Such regulations are governed by Regulation 9.154.

(June 18,1948; May 6,1952; June 11,1966; April 16,1968; July 15,1969)

9.902 FINAL ACTION BY COMMITTEE

In appeal cases involving regulations 9.20, 9.312, 9.341, 9.42, 9.411, 9.412, 9.413, 9.501, 9.602, 9.612, 9.613, 9.63, 9.644, 9.646, 9.704, 9.706, and 9.726, the campus committee on academic appeals is empowered by the faculty to act for the faculty. The appropriate registrar shall notify the student of the action taken and the committee shall notify the faculty via published minutes.

(May 6,1952; March 19,1954; June 11,1966; April 16,1968; July 15,1969;
July 2,1970)

9.903 FINAL ACTION BY CAMPUS ASSEMBLY

In appeal cases where the campus committee on academic appeals does not have the power to act for the faculty, the committee shall review the case, and if it feels that the appeal should be granted, shall request campus assembly approval. If the committee does not feel that the appeal should be granted, the campus registrar shall notify the student of that fact.

(May 6, 1952; April 16,1968; June 10,1969)

*9.904 FINAL APPEAL

Any student whose petition is not approved by the campus committee on academic appeals may, after consultation with his adviser, appeal to his campus faculty representative group, as defined in Paragraph 2.72 in the constitution, by means of a written request to the chairman thereof.
(May 6, 1952; June 11, 1966; April 16, 1968; May 19, 1972)

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PROCEDURES FOR SUBMITTING COURSE AND CURRICULUM PROPOSALS TO THE CURRICULUM COMMITTEE

The following section of the Faculty Handbook prepared April 17, 1970 and subsequently amended will set forth the approved procedures to be followed when submitting new and revised course proposals, as well as modifications of existing programs, to the Curriculum Committee for review and approval.

The curriculum materials also include outline forms for such course and program proposals and curriculum revisions, along with an option-type curriculum extension format and the Curriculum Committee Checklist, to aid sponsors in the collection of specific information as required by the Curriculum Committee, the Faculty Senate, and the President.

Note: New program suggestions are to be filed with the Office of Program Development which will provide faculty sponsors of such programs with all necessary forms such as the State-approved 6-phase format, the guidelines for the completion of this instrument, and other materials as appropriate.

MONTGOMERY COLLEGE

PURPOSES:

1. To maintain the standards of academic excellence at Montgomery College.

   General Academic Guidelines

   a. AAUP 1940 Statement of Principles

   b. AAUP Statement on Professional Ethics

   c. AAUP Statement on College and University Governance

   d. AAUP, et. al., Joint Statement of Rights and Freedoms of Students.

   e. "Philosophy" and "Objectives" statements in the MC Catalog, as revised.

   f. MARYLAND STANDARDS FOR TWO-YEAR COLLEGES

2. To insure an orderly procedure for submission of courses and curricula to the Curriculum Committee.

3. To insure that the rights of all concerned in curricular matters are protected.

DEFINITIONS:

1. "Curriculum Committee," "Faculty Senate," "Department," "Department Chairman," "Faculty," etc. as defined by current regulations in the MC Faculty Handbook, as amended, and including special charges to committees wherein appropriate.

2. "Curriculum:" a series of credit courses upon the completion of which, under State law and policy, and the academic regulations of Montgomery College, a student receives academic recognition in the form of a certificate or degree of any nature.

   a. "New Curriculum" and "Curriculum Option:" A new curriculum or curriculum option (program) is any series of courses not previously listed among the offerings of the college, and arranged in a sequence leading to a degree or certificate, including new majors in any degree program already established.

   b. "Revised Curriculum:" A curriculum for which changes in requirements, courses, distribution of courses, credit hours, etc. are requested.

3. "New Course:" A course never before offered at Montgomery College.

4. "Revised Course:" A course for which substantive changes in objectives and/or content are proposed, including changes in prerequisites, hours, etc.

5. The terms "New" and/or "Revised Course" include all courses offered for academic credit, and such non-credit courses which students are advised to take (e.g. English for Foreign Students, Review Mathematics, etc.) in conformance with institutional policy.

6. "Revised Course Description:" A course for which changes in wording are requested which are not substantive.

7. "Sponsor:" Any person who initiates a course or curriculum proposal, including the Director of Program Development in the case of New Curricula or Curriculum Options, according to procedures established by the Curriculum Committee or the Program Development Procedures as appropriate.

8. "Originating Campus:" The campus from whence a proposal originates.

9. "Other Campus:" The campus other than that from whence a proposal originates; in the event that more than two campuses of Montgomery College are established, read "campuses."

COLLEGE GOVERNANCE:

These procedures are to be interpreted in conformance with any change in college governance which may be adopted subsequently.

1. ("Normal Procedure" indicates the process of submission to the Curriculum Committee of a proposal which is not challenged by a department.)

   A. New curricula or curriculum options are presented first to the Office of Program Development following procedures established in the new Program Development Procedures adopted by the Curriculum Committee, Faculty Senate, and President effective April 1972. The format described in the State Board for Community Colleges Program Proposal Manual will be used for the submission of new curricula and curriculum options. Copies of the Program Proposal Manual may be obtained from the Office of Program Development.

   B. Curriculum revisions, new curricula and curriculum options as detailed in A above, and new courses, revised courses and revised course descriptions shall be submitted to the Curriculum Committee under procedures in this document.

   C. The Curriculum Committee will offer a workshop for sponsors of new and revised course proposals and revised curriculum proposals. The dates of these workshops will be announced on each campus at the beginning of the fall semester.

   D. The Curriculum Committee reserves the right to refuse to consider any proposal whose sponsor has not followed the procedures below to the Committee's satisfaction.

1. The sponsor shall submit three (3) copies of the typed proposal, prior to stenciling, to the Office of Program Development for a preliminary technical examination. The deadline date for this submission will be announced at the beginning of the fall semester.

2. When the technical examination is completed, the sponsor shall submit the proposal, as amended, to the chairman of the appropriate department on each campus, who shall forward the proposal to the faculty of the department.

3. Upon favorable vote of the departments, notification of which must be sent to the chairman, Curriculum Committee, the sponsor and department chairman shall revise, if necessary, the proposal for submission to the Curriculum Committee.

4. The proposal shall conform to the format established by the Curriculum Committee, except that in the case of revised curriculums, depending on the extent of the revision, it may also be necessary to submit the revision to the State Board for Community Colleges for review following the format described in that agency's Program Proposal Manual. Sponsors should remember that a majority of those reading and passing upon proposals are not familiar with either the proposal or the academic field concerned, and should therefore insure that the proposal is well explained on paper; this will save much time at Curriculum Committee and Faculty Senate meetings.

5. The sponsor shall forward the proposal and a Curriculum Committee Checklist to the chairman of the department sponsoring the course and the corresponding department chairman on the other campus(es) for review and concurrence or comments. The proposal and the checklist containing the comments or concurrence of the department chairman is forwarded to the appropriate division chairman or Academic Dean for review, concurrence, or comments. The proposal containing the concurrence or comments of the department chairman and appropriate division chairman or Academic Dean is then forwarded to the campus dean for final review and concurrence or comment.

6. The checklist, containing the above concurrences and comments, is forwarded by the campus dean to the chairman of the Curriculum Committee.

7. Twenty (20) mimeographed copies of the proposal are forwarded to the chairman, Curriculum Committee, who will distribute the proposal to members of the committee. (Stencils should be saved by the sponsor for additional copies which will be required later in the processing.)

8. An Information Sheet will be prepared by the Office of Program Development and sent to all department chairmen on each campus to provide them with the information and the opportunity to comment on the proposal to the chairman of the Curriculum Committee, or the Office of Program Development when appropriate.

9. The chairman, Curriculum Committee, shall place the proposal on the agenda for a regular meeting according to the receipt of the proposal, i.e., first come, first served. The chairman shall notify all concerned of the meeting at which the proposal will be considered. Department chairmen will receive copies of the meeting announcement to distribute to their faculty.

10. The department chairman of the originating campus normally presents the proposal at the meeting, together with the sponsor.

11. After discussion, the proposal will be voted upon.

    a. If the proposal receives a favorable vote, it will be presented to the Faculty Senate according to its calendar. The proposal is presented by the chairman, Curriculum Committee, who will notify the sponsor and department chairman of the Senate meeting so they may also support the proposal.

    b. If the proposal receives an unfavorable vote from the Curriculum Committee, the sponsor and/or department chairman may appeal the vote to the Faculty Senate. However, they should bear in mind that the Curriculum Committee has primary responsibility for accepting or rejecting proposals. Appeals procedures are established by the Faculty Senate.

    c. The Curriculum Committee's decisions will not be overridden by the Faculty Senate except for compelling reasons. However, when the Curriculum Committee and the Faculty Senate are in disagreement on a proposal, they shall meet jointly and resolve the problem.

12. Upon reaching a decision, but no later than June 1 of each year, the results are forwarded by the Faculty Senate to the President for his consideration. The decision of the Faculty Senate will not be overridden by the President except for compelling reasons which will be stated in detail in writing to the Faculty Senate, and the Faculty Senate shall be provided an opportunity to respond. In the event of failure of the Faculty Senate and the President to agree, the President will inform the Board of Trustees regarding the actions taken by the Faculty Senate and the President, and the Board will take appropriate actions.

II. PROCEDURES INVOLVING DISAGREEMENTS BETWEEN DEPARTMENTS, AND OTHER DISAGREEMENTS.

A. GENERAL STATEMENT: As an institution of higher learning, Montgomery College is as much a forum for hertodoxy as other academic institutions. Indeed, the contributions of all members of the academic community are sought in curricular decisions on the assumption that a dialectic process will produce the finest results in terms of service to the student arising from the integrity of academic disciplines. From time to time, disputes concerning individual courses and curricula appear, and these are a natural condition of the academy.

1. The procedures contained herein are designed to resolve disputes, keeping in mind the goal of service to the student arising from the integrity of the academic disciplines, and the rights and responsibilities of those concerned.

2. The Curriculum Committee is not a forum for adjudicating disputes in the first instance. Only when unresolved conflicts are the end result of discussion, or when agreement has been reached, will the Curriculum Committee consider a proposal.

B. INSTANCES ARISING WHEN A PROPOSAL IS VOTED DOWN BY THE DEPARTMENTS.

1. When a proposal is voted down by a department, it is the sponsor's right to present it to the Curriculum Committee, after following the procedure below.

a. The department chairman will:

(1) Transmit to the chairman, Curriculum Committee, the minutes of the meeting at which the proposal was voted upon, and a count of the votes taken.

(2) Submit to the chairman, Curriculum Committee, a statement of rationale for the vote reflecting departmental opinion.

(3) The submissions in (1) and (2) above shall be mimeographed; twenty (20) copies shall be prepared of each.

b. The sponsor will submit the proposal (20 mimeographed copies) to the chairman, Curriculum Committee, and will follow the other normal procedures. The handling of the proposal shall be by the normal procedure from this point on, i.e. from I a. b. on.

2. The Curriculum Committee will consider the proposal, the sponsor's statements, and the statements by the chairmen and faculty concerned.

a. Upon approval of the proposal, it shall be considered by the Faculty Senate, together with the rebutting documents from the department chairman and the approved minutes of the Curriculum Committee. The department chairman may appeal the decision to the Faculty Senate.

b. Upon disapproval of the proposal, the sponsor may appeal the decision to the Faculty Senate; the proposal and rebuttals shall be sent to the Senate.

3. Sponsors should remember that the Curriculum Committee is generally guided by the weight of learned opinion within departments. Sponsors and department chairmen should remember that the Faculty Senate is guided generally by the Curriculum Committee in appropriate matters.

C. PROCEDURE FOR RESOLVING INTERDEPARTMENTAL AND INTRADEPARTMENTAL DISPUTES.

1. GENERAL STATEMENT: The growth of Montgomery College during the past several years, especially involving new occupational-terminal curricula, may cause inderdepartmental and intradepartmental disputes.

a. A department wishes to offer a new course which seems to overlap a course in another department which opposes because of the overlap and/or because the department feels it has the expertise to teach it.

b. A department on one campus may propose a course which is contested by the same department on the other campus.

2. Disputes involving departments are of greater magnitude than those between smaller entities since more faculty are immediately and more students are ultimately concerned. Therefore, the demands upon the disputants are weighty, and time must often be sacrificed to the goal of an amicable solution. The originating department should do everything possible to avoid a dispute in the first place. This is best done by conferring with the other department(s) concerned to reach as many understandings as possible before the proposal is drafted. Experience has shown that when a proposal is presented to the Curriculum Committee, and the other concerned departments have not been sufficiently involved in its planning, hurt feelings result, often giving rise to conflicts not involving academic matters which later hinder effective agreement.

3. Departments which may be concerned by a proposal are notified of it in the normal submission process via the Curriculum Committee Checklist and the discretion of the chairman, Curriculum Committee who will require that proposals are seen by departments which may be affected or concerned. Again, it is to the advantage of the originating department to anticipate other department's areas of involvement with their proposal, and to confer with them before drafting. If agreement cannot be reached, the chairman of the concerned departments shall notify the chairman, Curriculum Committee of the dispute.

    a. The chairman, Curriculum Committee, will then meet with the involved department chairmen, and try to resolve the problem.

    b. If no solution is reached, an ad hoc committee shall be formed by the chairman, Curriculum Committee to study the problem. This shall be composed of:

        (1) The department chairman involved.

        (2) A member of the Curriculum Committee chosen by the chairman, Curriculum Committee, who will keep minutes. He will be from an academic area not involved in the dispute.

        (3) The committee shall be chaired by a department chairman drawn from outside the general academic area in question. If the disputants are from the Natural Sciences, he shall be from Humanities or Social Sciences; if the disputants are from Humanities, he shall be from the Natural Sciences or Social Sciences; if the disputants are from Social Sciences, he shall be from either Natural Sciences or Humanities; if the disputants are from Physical Education, he shall be from Humanities, Social Sciences or Natural Sciences. The Ad Hoc Committee Chairman shall be acceptable by all concerned department chairmen.

(4) This committee is charged with exploring every avenue of inquiry which could lead to resolution of the conflict. To this end, it may study practices of other institutions and their results. A consultant, acceptable to all department chairmen concerned, may be used.

  (a) His function, besides providing an examination of the departments involved, is to have the departments examine themselves.

  (b) If the department chairmen concerned cannot agree on the choice of a consultant, the Curriculum Committee, in consultation with appropriate faculty and administration, shall appoint the consultant.

  (c) The ad hoc committee may involve members of the administration, such as the Campus Dean, on appropriate matters, such as facilities, etc. Joint meeting of departmental faculty may be held. Sufficient time must be taken to explore all aspects of the problem.

(5) If resolution is reached, it will be the responsibility of the department chairmen concerned to revise or eliminate the proposal.

(6) If no resolution or partial resolution is reached,

  (a) The originating department will prepare its proposal following the established format, and will also submit to the Curriculum Committee a written statement defending the proposal. This should be as specific as possible.

  (b) The opposing department shall prepare a defense of its position and submit it to the Curriculum Committee. This shall be done after receipt of the defense in (1) above so that both position papers are parallel and speak to the same issues.

  (c) Consultant's reports may also be submitted to C. C.

(7) The Chairman, Curriculum Committee will distribute the proposal, The Ad Hoc Committee's Minutes, and the two position papers to the Committee and will place the proposal on the calendar for a regular meeting at which it will be discussed. Those involved as usual, will be informed of the meeting time and place.

  (a) The Curriculum Committee, after questioning both sides in the dispute, shall vote on the proposal.

III. PROCEDURES FOR DELETION OF COURSES

A. When a course has not been listed in the Schedule of Classes for four semesters or, if listed, has had insufficient enrollment to be continued, the Curriculum Committee will recommend to the Dean of Education that the course be deleted from the catalog. However, if the Campus Dean, with the concurrence of the department chairman and the Academic Dean or division chairman, intends to offer the course during the next two semesters, the Curriculum Committee will recommend that the course be continued in the catalog for that campus. Should the Campus Dean feel that there are extenuating circumstances pertaining to any of these courses which he feels justifies continuance in the catalog even though the courses will not be offered in the next two semesters, he should describe these circumstances for consideration by the Curriculum Committee.

(1) Following fall registration each year, the Office of Program Development will request each campus registrar to submit a report listing all courses which have not been listed in the Schedule of Classes for his campus for the past four semesters, not including summer session, or courses which, if listed, had insufficient enrollment to be continued.

(2) Upon receipt of this report, the Office of Program Development will send a notice to each Campus Dean informing him of the courses assigned to his campus which fall in these categories and requesting his comments or concurrences in the action of deletion. A copy of this notice will be sent to all department chairmen on the affected campus.

(3) Upon receipt of the concurrence and/or comments of the Campus Deans and any comments from department chairmen, the Office of Program Development will prepare a report for the consideration and action of the Curriculum Committee. This report will include the comments and concurrences of the Campus Deans.

(4) The recommendations of the Curriculum Committee with regard to courses to be deleted from the upcoming year's catalog will be forwarded to the Dean of Education for action appropriate to insure the deletion of the courses.

(5) Should a department chairman want to initiate the deletion of a course, he must complete the format for Request for Course Deletion following the procedures for submission of proposals in Section I of College Governance (page 1.03).

A 1.09

Approved by
Curriculum
Committee 5/74

MONTGOMERY COLLEGE
Takoma Park - Rockville

FORMAT: PROPOSAL FOR NEW AND REVISED COURSES AND FOR THE REINSTATEMENT OF DELETED COURSES

(The proposal should include each item as shown in this format, properly numbered, as well as the answers and explanations which it calls for.)

Proposal (Check one): New Course ______
Revised Course ______
Reinstatement for previously deleted course ______

If this proposal is to revise a course, please describe the exact change which is being proposed:

1. Date submitted:

2. Submitted by:

3. Title of course: (DO NOT include number)

4. Present catalog description:

5. Proposed catalog description: (Include prerequisites; the number and type of contact hours, e.g., "Three hours lecture/discussion each week"; and the number of semester hours.)

6. Campus allocation:

7. Instructional procedures (e.g., lectures, labs, discussion groups, field work, etc.)

8. Level: (Freshman or Sophomore)

9. If the prerequisites are required, please justify:

10. Is this course generally taught at the junior college level?

11. At which Maryland, Virginia, and D.C. two-year colleges is this course taught? Please document your answer by attaching copies of those schools' catalog descriptions.

12. Is this course generally taught during the first two years of a four-year program?

13. At which Maryland, Virginia, and D.C. four-year schools is this course taught? Please document by attaching copies of those schools' catalog descriptions.

14. Designed for: (circle one) Career Transfer Both

(M O R E)

15. Does this course replace any existing course? If so, identify the course.

16. Should any course be deleted from the catalog as a result of this new/revised course? If so, please identify.

17. Does this course overlap with any existing course?
    If yes, include information requested on next page*

18. Does this course affect any existing curriculum? If so, please identify and explain the effect.

19. Is credit by examination available? If yes, explain briefly.

20. Specify objectives of course: Try to write these in terms of specific, observable outcomes, e.g., "The student will be able to do such-and-such." In addition, try to relate the objectives to specific units of the course outline. See 21, below. If you need help, contact the Office of Program Development.

21. Scope of course: Include a specific, topical outline and a pertinent bibliography, especially the texts and collateral reading to be used. If this is a revised course, indicate which units, if any, are new.

NOTE: For the last three items, 22-24, write NA (not applicable) after any sub-topics which you are sure do not apply to your proposal. However, be sure to offer some answer to every one of them. If you are in the least doubt about the budgetary implications of your proposal, contact your Academic and Campus Deans as soon as possible.

22. Rationale (Reasons for introduction, revision, or reinstatement of the course):

    a. Student value
    b. College values
    c. Educational trends
    d. Employment value
    e. Community value

23. Justification (Supporting materials as appropriate):
    a. Written evidence of coordination with interested departments of the college
    b. Advisory committees (e.g., educational, community, business, etc.)
    c. Catalogs
    d. Conferences
    e. Surveys
    f. Literature
    g. Interviews
    h. Other sources
    i. Transferability (letters required) Specific information should be included with regard to the transferability of the course to the State colleges and university and other appropriate institutions.

(MORE)

24. Budgetary requirements:
    a. Staffing
    b. Equipment
    c. Materials
    d. Supplies
    e. Facilities usage
    f. Projected minimum-maximum class size

*When the proposal for a new course overlaps into an extant course, the Curriculum Committee shall be advised, in the proposal, of

A. Whether, after following procedures established for submitting new course proposals and resolving interdepartmental and intra-departmental conflicts (see p. 1.05 of the Faculty Handbook), there is any opposition from another department to this proposal.

B. The syllabus of both the proposed and extant courses, to be obtained from the Department Chairman concerned. (Please attach).

C. The uniqueness of the new course proposal:
    1. Professional societies' recommendations, if any.
    2. Identification of the areas in which there is overlap with the extant course and the rationale for the existence of the overlap.

A 1.12

MONTGOMERY COLLEGE
Takoma Park - Rockville

Approved by
Curriculum
Committee 5/74

FORMAT: **REVISED CURRICULUM**

(The proposal should include each item as shown in this format, properly numbered, as well as the answers and explanations which it calls for.)

Please describe the exact change which is being proposed:

1. Date submitted:
2. Submitted by:
3. Title of curriculum:
4. Present catalog description: (as it appears in the catalog, including listing of courses and hours)
5. Proposed catalog description: (including listing of courses and hours, as it would appear in the catalog)
6. Campus allocation:
7. New courses required (follow course format for each new course)
8. Does this curriculum replace any other curriculum?
9. Is any curriculum or option deleted from the catalog as a result of this revised curriculum?

NOTE: For items 10-12 write NA (not applicable) after any sub-topics which you are sure do not apply to your proposal. However, be sure to offer some answer to every one of them. If you are in the least doubt about the budgetary implications of your proposal, contact your Academic Dean or Division Chairman and Campus Dean as soon as possible.

10. Rationale (Reasons for the revision):
    a. Student value
    b. College values
    c. Educational trends
    d. Employment value
    e. Community value

(M O R E)

11. Justification (Supporting materials as appropriate):
    a. Written evidence of coordination with interested departments of the college.
    b. Advisory committees (e.g., educational, community, business, etc.)
    c. Catalogs
    d. Conferences
    e. Surveys
    f. Literature
    g. Interviews
    h. Other sources
    i. Transferability (letters required) Specific information should be included with regard to the transferability of the curriculum to the State colleges and university and other appropriate institutions.

12. Budget implications:
    a. Staffing
    b. Equipment, materials, and supplies
    c. Facilities usage

A 1.14

MONTGOMERY COLLEGE
Takoma Park - Rockville

Approved by
Curriculum
Committee 5/74

FORMAT: **REQUEST FOR COURSE DELETION**

1. Date submitted:
2. Submitted by:
3. Number and Title of course:
4. Catalog description: (exactly as it appears in the catalog)
5. Campus designation:
6. Is this course required in any existing curriculum?
7. Rationale for deleting this course:

Approved by
Curriculum
Committee 5/74

MONTGOMERY COLLEGE
Takoma Park - Rockville

FORMAT: PROPOSED EDITORIAL CATALOG CHANGE

This form may be used for editorial catalog changes which do not seriously affect the content, objectives, instructional procedures, prerequisites, course credit, or the nature of the contact hours. Otherwise, the change must be treated as a course revision and not a minor editorial catalog change, in which case the sponsor must use the format for course revisions, page A 1.09. If you are in doubt as to whether your proposed change represents an editorial change or a course revision, please contact the Office of Program Development.

(Items a. and c. must be answered for all changes.)

1. Date submitted:
2. Submitted by:
3. Title of course or program:
    a. Present title:
    b. Proposed title: (If no change, leave blank)
    c. Present catalog description:
    d. Proposed catalog description: (If no change, leave blank)
4. Rationale

A 1.16

1/18/71

Please submit one checklist to each campus, attaching a copy of the proposal

CURRICULUM COMMITTEE CHECKLIST

Procedure for signatories. Please verify that you have studied the attached proposal by signing the checklist and by indicating in the space provided whether you concur with the proposal. In the event you do not concur with the proposal at this time, please attach comments. The deans, particularly, are requested to check specifically for budgetary implications and to verify whether budgetary problems are foreseen which might prevent the implementation of the proposal in due course.

- - - - - - - - - - - - - - - -

Originating Campus: ____________________ Verification by ____________________ Campus

Type of Proposal:

☐ New Course
☐ New Curriculum
☐ New Certificate
☐ New Option
☐ Reinstatement for Previously Deleted Course

☐ Revised Course
☐ Revised Curriculum
☐ Revised Certificate
☐ Revised Option

Name of Course, Curriculum, Certificate, or Option: ____

____

☐ Original Proposal ☐ Revision of Proposal Dated ____________________

This proposal is designed for ____ Campus(es)

- - - - - - - - - - - - - - - - -

Signatures	Date	Action
____________________ Originator	__________	
____________________ Department Chairman	__________	☐ Concur. ☐ Do not concur; comments attached
____________________ Division Chairman/Academic Dean	__________	☐ Concur. ☐ Do not concur; comments attached Are there budgetary implications? ☐ No. ☐ Yes; comments attached
____________________ Campus Dean	__________	☐ Concur. ☐ Do not concur; comments attached

NOTE: This Checklist must be signed by all parties concerned before either an original proposal or a proposal revision is considered complete and ready for deliberation by the Curriculum Committee.

A 1.17

Note: Please prepare one copy, attach one copy of the Request for Course Deletion, and circulate it to the persons listed below on your campus only.

CURRICULUM COMMITTEE CHECKLIST:

REQUEST FOR COURSE DELETION

Date ____________________

Originating Campus ____________________________

Number and title of course to be deleted:

____

Signatures	Date	Action
Originator		
Department Chairman		___ Concur. ___ Do not concur; comments attached
Division Chairman/Academic Dean		___ Concur. ___ Do not concur; comments attached
Campus Dean		___ Concur. ___ Do not concur; comments attached.

Note: Please forward this Checklist to the Office of Program Development.

A 1.18

Please prepare in duplicate, submitting one copy with the proposed catalog change to each campus.

CURRICULUM COMMITTEE CHECKLIST: EDITORIAL CATALOG CHANGE

Date ______________________________

Originating Campus ________________________ Verification by ________________________ Campus

Name of course, curriculum, certificate, or option being changed ____

The change is designed for ____ Campus(es)

Signatures	Date	Action
____________________ Originator	________	
____________________ Department Chairman	________	☐ Concur. ☐ Do not concur; comments attached
____________________ Division Chairman/Academic Dean	________	☐ Concur. ☐ Do not concur; comments attached Are there budgetary implications? ☐ No. ☐ Yes; comments attached
____________________ Campus Dean	________	☐ Concur. ☐ Do not concur; comments attached

Note: This checklist must be signed by all parties concerned before a catalog change proposal is considered complete and ready for deliberation by the Curriculum Committee.

A 1.19

(Prepared by Office of
Program Development)

To: All Department Chairmen

INFORMATION SHEET FOR NEW COURSE

New Course Title:

Catalog Description:

This is for your information -- not for your approval -- regarding the above new course proposal by the ______________________ Department.

If you have any comments regarding this proposal, contact the Curriculum Committee Chairman by __________________. If the Curriculum Committee has not heard from you by this date, it will assume that you have no objection to this proposal.

cc: Chairman, Curriculum Committee

A 1.20

(Prepared by Office of
Program Development)

To: All Department Chairmen

INFORMATION SHEET FOR REVISED COURSE

Revised Course Title:

Below is a description of the exact change being proposed:

Catalog Description:

This is for your information -- not for your approval -- regarding the above revised course proposal by the ______________________________ Department.

If you have any comments regarding this proposal, contact the Curriculum Committee Chairman by ____________________. If the Curriculum Committee has not heard from you by this date, it will assume that you have no objection to this proposal.

cc: Chairman, Curriculum Committee

A 1.21

(Prepared by Office of
Program Development)

To: All Department Chairmen

INFORMATION SHEET
FOR REVISED CURRICULUM

Name of Revised Curriculum:

Below is a description of the exact change being proposed:

Catalog Description:

This is for your information -- not for your approval -- regarding the above revised course proposal by the ____________________________ Department.

If you have any comments regarding this proposal, contact the Curriculum Committee Chairman by ________________. If the Curriculum Committee has not heard from you by this date, it will assume that you have no objection to this proposal.

cc: Chairman, Curriculum Committee

A 1.22

(Prepared by Office of
Program Development)

To: All Department Chairmen

INFORMATION SHEET
FOR PROPOSED NEW CURRICULUM OR OPTION

Name of New Curriculum or Option:

Catalog Description:

Titles of Proposed New Courses and Catalog Descriptions:

This is for your information -- not for your approval -- regarding the above proposed new curriculum or option by the ____________________ Department.

If you have any comments regarding this proposal, contact the Office of Program Development by ________________. If no response has been received by this date, it will be assumed that you have no objection to this proposal.

A 1.23

(Prepared by Office of
Program Development)

To: All Department Chairmen

INFORMATION SHEET
FOR COURSE DELETION

Title and number of course to be deleted:

Catalog Description:

This is for your information -- not for your approval -- regarding the above course deletion proposal by the ______________________________ Department.

If you have any comments regarding this proposal, contact the Office of Program Development by ____________________________. If the Office of Program Development has not heard from you by this date, it will assume that you have no objection to this proposal.

cc: Chairman, Curriculum Committee

Format for Proposing a Change in the Academic Regulations

(Please direct the completed form to the Chairman of the Faculty Senate or to the Chairman of the Academic Regulations Committee)

____
Date of proposal

Name of Proposer ____________________

Campus ____________________ Department/Organization ____________________

Telephone extension __________

Citation (by paragraph number) of the Academic Regulation you desire to change or to add: ______________

Your proposal (Please give specific wording for the change/addition you propose):

Rationale for your proposal:

GUIDELINES FOR PREPARING EXPLORATORY COURSE PROPOSALS

A general description of Exploratory Courses together with Exploratory Course approval and evaluation processes are included in paragraph 6.16 of the Policies and Procedures Manual. The steps for developing an Exploratory Course Proposal are summarized here. In addition, certain criteria are given below for distinguishing between a proposal for an Exploratory Course and a proposal for a regular course to be submitted through normal Curriculum Committee channels.

I. Nature of an Exploratory Course

In order to decide whether the course you are proposing has the flavor and intent of Exploratory Courses, you should answer affirmatively at least two of the following types of questions:

1. Does it provide students an opportunity for academic pursuits or intensity of experience not available in regular courses listed in the catalog?

2. Does it motivate students to learn from experience in a relatively new context?

3. Does it offer the opportunity to experiment with a new type of instructional mode which can be shown to improve what you are now doing in the classroom?

4. Does it offer students an opportunity to acquire and use more effectively new concepts, knowledge and/or skills through a different instructional emphasis, a more flexible time structure or original instructional materials, e.g., modular packets, short credit units, programmed units?

5. Does it reflect the assumption that student needs, desires, styles and goals are varied and that alternative modes of instruction must be provided for review, reinforcement and/or advancement of proficiency?

II. Procedures for Exploratory Course Development and Approval

As sponsor of an Exploratory Course, you will need to carry out the following steps:

1. Prepare eight copies of your proposal using the Curriculum Committee format: Proposal for New and Revised Courses (Appendix A, 1.09, Faculty Handbook).

2. Prepare 35 copies of an abstract of your proposal (200 words or less).

3. Make these modifications in the Curriculum Committee proposal form:

   a. Add item 25, Plan for Evaluating the Course: this is a statement of how you propose to evaluate the outcomes of your course. It should emphasize what evidence you will gather to evaluate success in achieving the instructional objectives listed above, and how you will gather this evidence. The time span covered in gathering the evidence should be indicated, and ideally, experimental and control groups should be used.

b. Note that in item 23, Justification, it is not required that an Exploratory Course have the approval of other departments of the college. However, it is recommended that there be communication with the counterpart departments on other campuses.

4. Submit eight copies of your course proposal and 35 copies of the abstract to the campus dean's office for distribution. Copies of the complete proposals are primarily for use of the Exploratory Committee. The abstract will be distributed for information purposes to all campuses and to central administration.

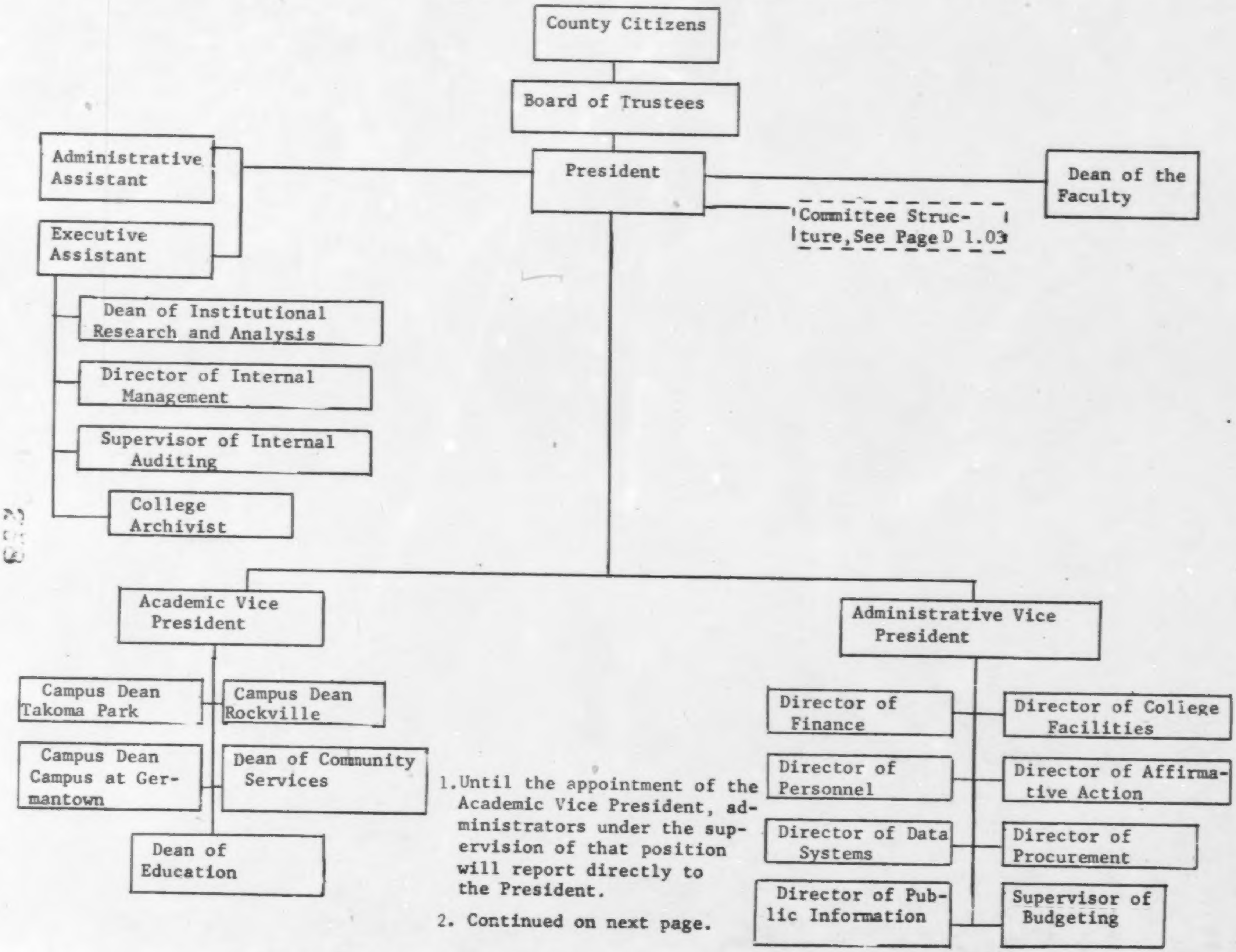
III. Deadlines

Proposals for new courses must be submitted to the Exploratory Committee according to the following deadline dates:

Proposals for:	Deadline for submission:
Courses to be offered in summer or fall semester	End of the 10th week of preceding spring semester
Courses to be offered in spring semester	End of 10th week of preceding fall semester

If there is a genuine situation of urgency as determined by the committee concerning a proposed course, special consideration may be given to expediting the processing of the course.

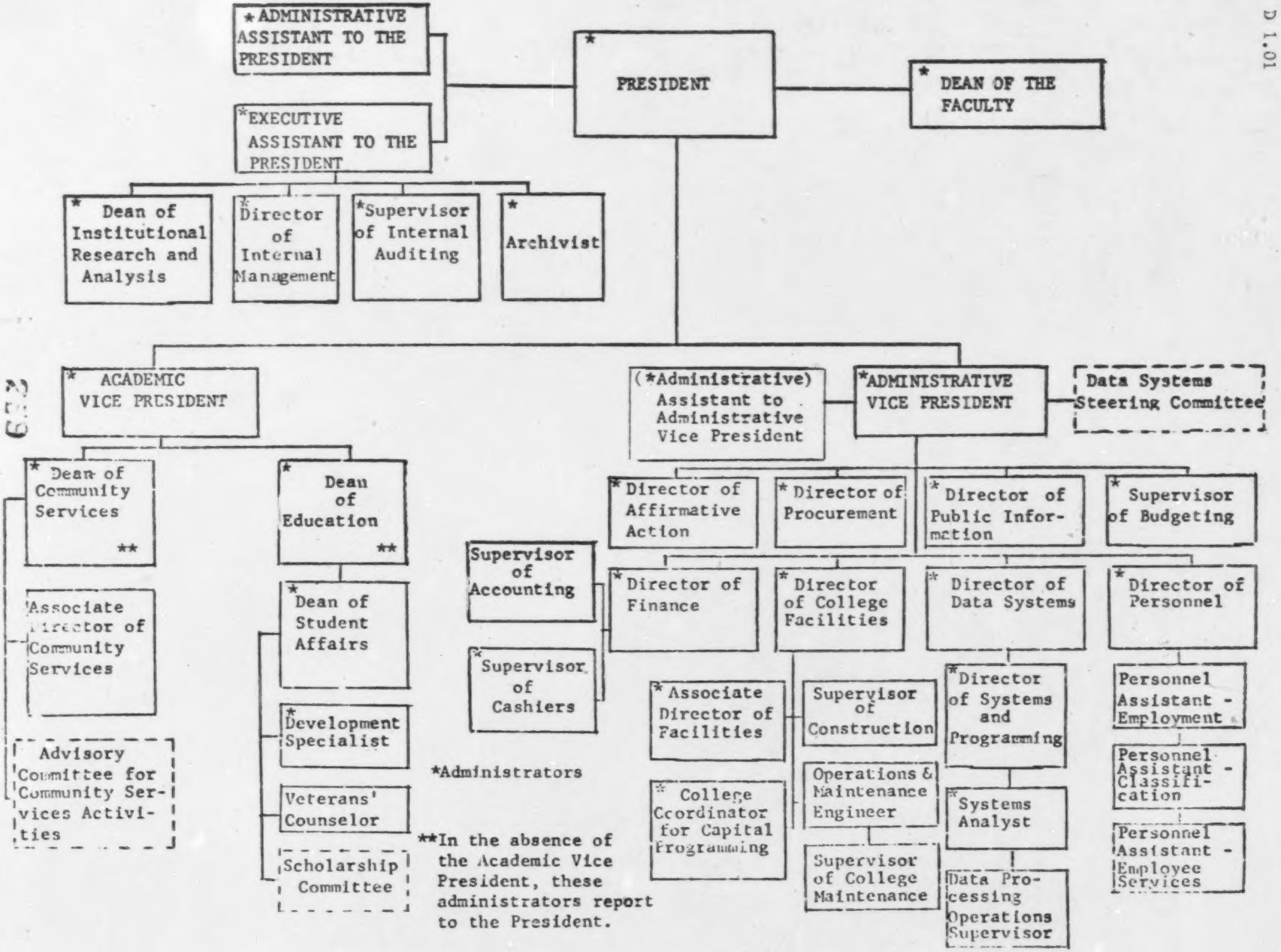
ADMINISTRATIVE ORGANIZATIONAL CHART, MONTGOMERY COLLEGE


County Citizens
Board of Trustees
President
Dean of the Faculty
Committee Structure, See Page D 1.03
Administrative Assistant
Executive Assistant
Dean of Institutional Research and Analysis
Director of Internal Management
Supervisor of Internal Auditing
College Archivist
Academic Vice President
Campus Dean Takoma Park
Campus Dean Rockville
Campus Dean Campus at Germantown
Dean of Community Services
Dean of Education
Administrative Vice President
Director of Finance
Director of College Facilities
Director of Personnel
Director of Affirmative Action
Director of Data Systems
Director of Procurement
Director of Public Information
Supervisor of Budgeting

1. Until the appointment of the Academic Vice President, administrators under the supervision of that position will report directly to the President.

2. Continued on next page.

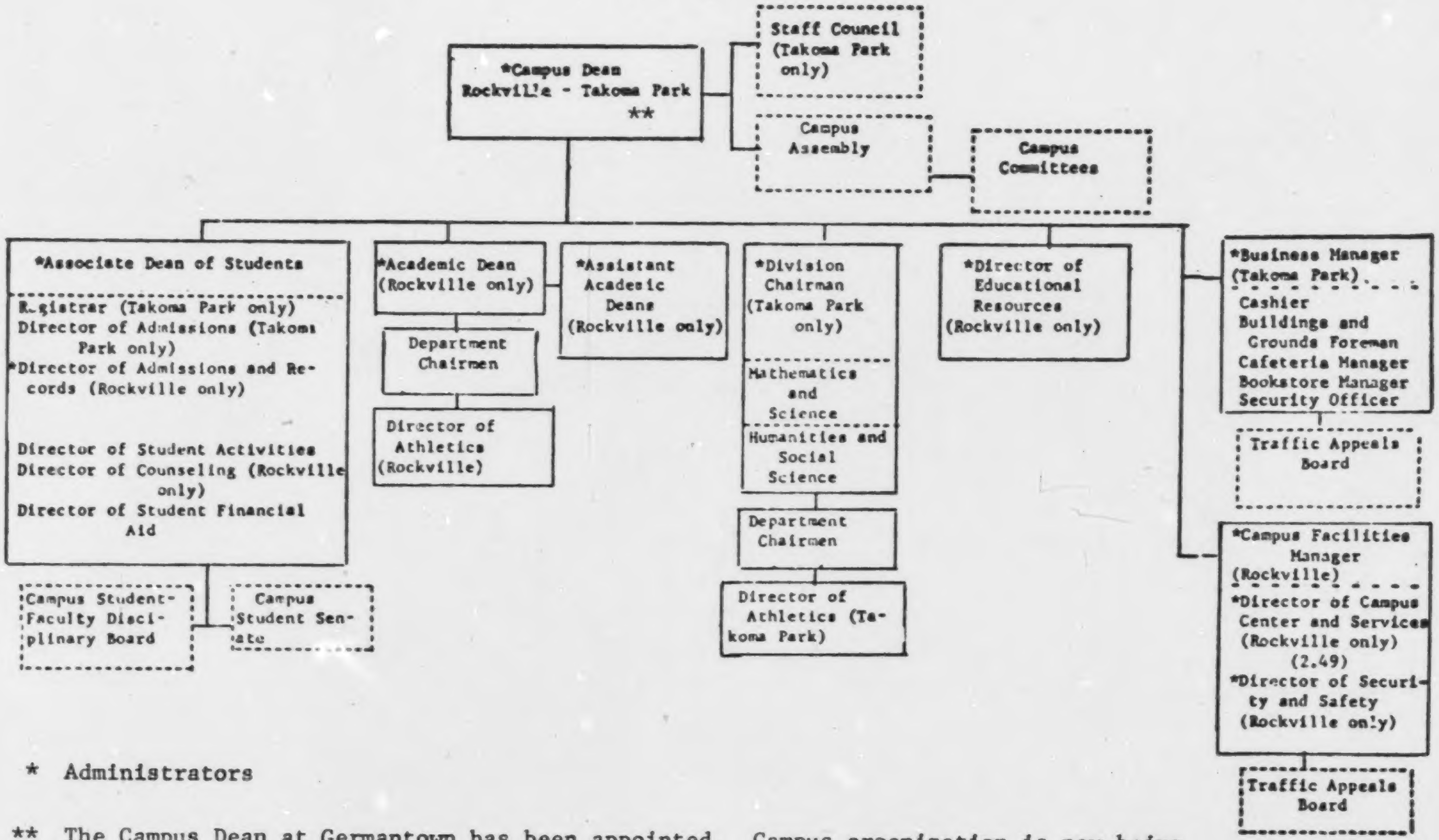
ORGANIZATION OF THE CENTRAL ADMINISTRATION


*PRESIDENT
*ADMINISTRATIVE ASSISTANT TO THE PRESIDENT
*EXECUTIVE ASSISTANT TO THE PRESIDENT
*DEAN OF THE FACULTY
*Dean of Institutional Research and Analysis
*Director of Internal Management
*Supervisor of Internal Auditing
*Archivist
*ACADEMIC VICE PRESIDENT
*Dean of Community Services **
Associate Director of Community Services
Advisory Committee for Community Services Activities
*Dean of Education **
*Dean of Student Affairs
*Development Specialist
Veterans' Counselor
Scholarship Committee
(*Administrative) Assistant to Administrative Vice President
*ADMINISTRATIVE VICE PRESIDENT
Data Systems Steering Committee
*Director of Affirmative Action
*Director of Procurement
*Director of Public Information
*Supervisor of Budgeting
*Director of Finance
Supervisor of Accounting
*Supervisor of Cashiers
*Director of College Facilities
*Associate Director of Facilities
*College Coordinator for Capital Programming
Supervisor of Construction
Operations & Maintenance Engineer
Supervisor of College Maintenance
*Director of Data Systems
*Director of Systems and Programming
*Systems Analyst
Data Processing Operations Supervisor
*Director of Personnel
Personnel Assistant - Employment
Personnel Assistant - Classification
Personnel Assistant - Employee Services

*Administrators

**In the absence of the Academic Vice President, these administrators report to the President.

CAMPUS ORGANIZATION

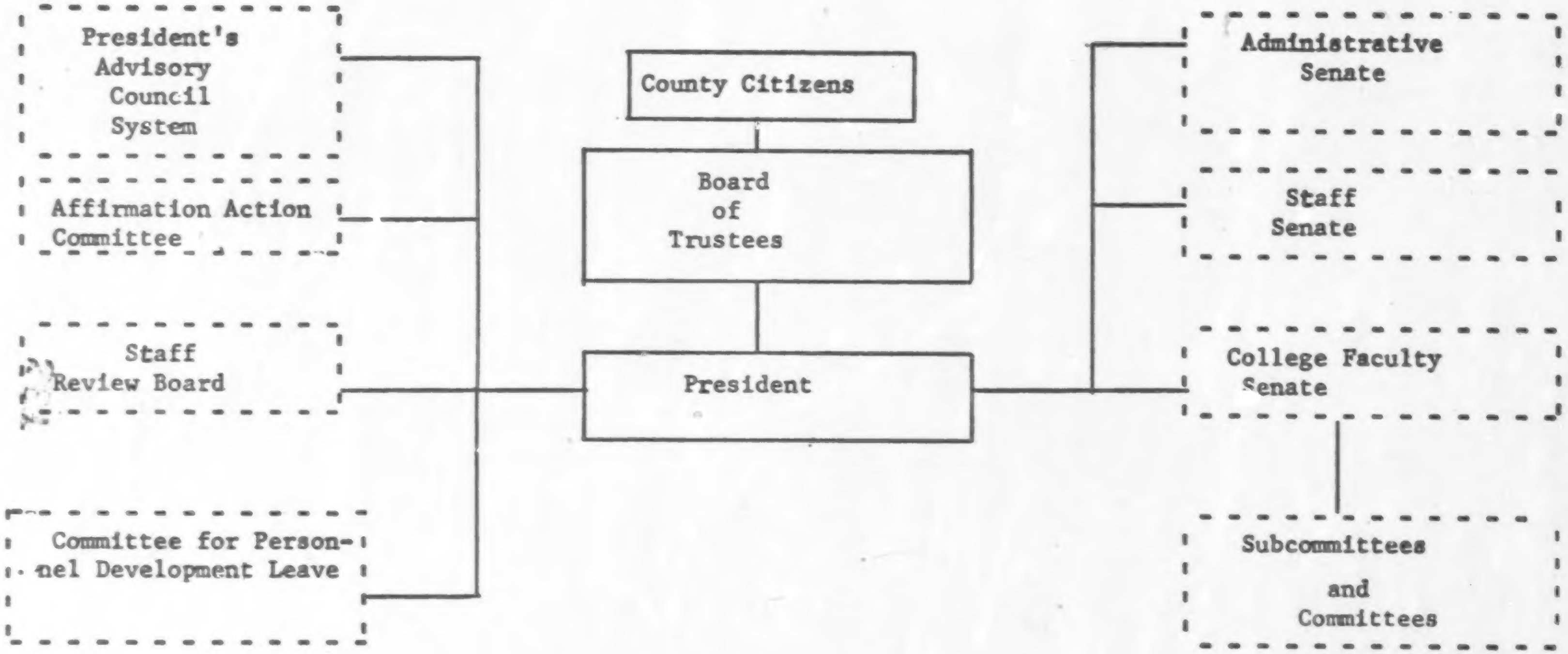

*Campus Dean
Rockville - Takoma Park
**
Staff Council (Takoma Park only)
Campus Assembly
Campus Committees
*Associate Dean of Students
Registrar (Takoma Park only)
Director of Admissions (Takoma Park only)
*Director of Admissions and Records (Rockville only)
Director of Student Activities
Director of Counseling (Rockville only)
Director of Student Financial Aid
Campus Student-Faculty Disciplinary Board
Campus Student Senate
*Academic Dean (Rockville only)
Department Chairmen
Director of Athletics (Rockville)
*Assistant Academic Deans (Rockville only)
*Division Chairman (Takoma Park only)
Mathematics and Science
Humanities and Social Science
Department Chairmen
Director of Athletics (Takoma Park)
*Director of Educational Resources (Rockville only)
*Business Manager (Takoma Park)
Cashier
Buildings and Grounds Foreman
Cafeteria Manager
Bookstore Manager
Security Officer
Traffic Appeals Board
*Campus Facilities Manager (Rockville)
*Director of Campus Center and Services (Rockville only) (2.49)
*Director of Security and Safety (Rockville only)
Traffic Appeals Board

* Administrators

** The Campus Dean at Germantown has been appointed. Campus organization is now being developed.

D 1.03

COMMITTEE STRUCTURE - MONTGOMERY COLLEGE


President's Advisory Council System
Affirmation Action Committee
Staff Review Board
Committee for Personnel Development Leave
County Citizens
Board of Trustees
President
Administrative Senate
Staff Senate
College Faculty Senate
Subcommittees and Committees

E 1.00

MONTGOMERY COMMUNITY COLLEGE
MARYLAND

FACULTY MEMBER'S REGULAR CONTRACT

IT IS HEREBY AGREED by and between the Board of Trustees of Montgomery Community College and

______________________________ that, in consideration on the one hand of salary to be paid to the
(name of faculty member)

faculty member, and, on the other hand, of the performance of the faculty member hereunder, the faculty member named herein shall be and is hereby employed to teach in the College referred to herein, subject to the authority of the Board of Trustees and the policies and regulations of the College, as those policies and regulations may be modified from time to time, and subject to assignment from time to time by the President of said College, provided that during the fiscal year the salary of the faculty member shall not be reduced for the remainder of the fiscal year. The salary of the faculty member shall be fixed by the Board of Trustees.

AND IT IS FURTHER AGREED that the faculty member shall become a member of the Teacher's Retirement System of the State of Maryland as of the date on which his or her teaching service begins, subject to the provisions of the Public General Laws of Maryland as amended from time to time.

AND IT IS FURTHER AGREED that the faculty member normally will not vacate the position to which assigned during any year.

AND IT IS FURTHER AGREED that if the faculty member desires to terminate an existing appointment, he or she shall give notice not later than two months prior to the date of such termination. The faculty member may properly request a waiver of this requirement in case of hardship. It is expected that said faculty member shall complete a term in which teaching already has been undertaken.

AND IT IS FURTHER AGREED that the faculty member shall be on probationary appointment until granted academic tenure. As provided below, notification as to renewal or nonrenewal of appointment shall be given annually by the President until the end of the probationary period has been reached.

COPY

AND IT IS FURTHER AGREED that the period of probationary appointment shall extend for seven, full, consecutive, academic years, except that in exceptional cases authorized by the President of the College the period of probationary appointment of the faculty member may instead be five or six, full, consecutive, academic years upon written approval of the President of the College.

AND IT IS FURTHER AGREED that during the probationary period written notice regarding renewal or nonrenewal of appointment for the succeeding year shall be given by the President of the College as follows:

a. Not later than April 1 during the first full year of academic service in the College.
b. Not later than February 1 of the second, full, consecutive, academic year of such service.
c. At least twelve months before the expiration of an appointment following two, full, consecutive, academic years or more in the College.

AND IT IS FURTHER AGREED that upon completion of the probationary period of the faculty member, he or she shall qualify for consideration for academic tenure if the faculty member has fulfilled all requirements and warrants such tenure, and, at such time as approval of such tenure has been authorized by the President, the faculty member shall receive written notice of such tenure from the President.

AND IT IS FURTHER AGREED that after the faculty member has been placed on such tenure, his or her appointment may not be terminated nor may he or she be discharged or dismissed except as provided herein.

AND IT IS FURTHER AGREED that the Board of Trustees may discharge or dismiss the faculty member at any time on recommendation of the President of the College for cause, to wit, dishonesty, misconduct in office, incompetency, insubordination, or willful neglect of duty, provided that the charges or reasons be stated in writing, that the faculty member be furnished a copy thereof and be given an opportunity, prior to such discharge or dismissal, for a hearing before the Board of Trustees of the College, in person or by counsel, upon request of the faculty member in writing to the President not more than thirty days after written notification of intended discharge or dismissal is sent to the faculty member.

AND IT IS FURTHER AGREED that the Board of Trustees may terminate the contract of or dismiss the faculty member at the close of any fiscal year on the recommendation of the President of the College if the President shall advise the Board, and if the Board shall certify (1) that there have been allocated or appropriated by the State, County, or other fiscal authority insufficient funds to continue the employment of the faculty member for the prospective fiscal year, on which judgment the Board of Trustees shall have sole discretion, or (2) that there is insufficient enrollment for, or planned discontinuance of, an educational program or service for which the faculty member is or has been employed, on which judgment the Board of Trustees shall have sole discretion, all for said prospective fiscal year; provided that the reasons be stated in writing, that the faculty member be furnished a copy thereof and be given an opportunity, prior to such termination or dismissal, for a hearing before the Board of Trustees of the College, in person or by counsel, upon request of the faculty member in writing to the President not more than thirty days after written notification of intended termination or dismissal is sent to the faculty member. If the Board of Trustees shall terminate the contract of or dismiss the faculty member under this paragraph, it shall be upon the stated grounds; to wit: "Termination of employment or dismissal under contract for fiscal or non-culpable reasons."

MC Form 3.118b (11/18/74)

E 1.01

AND IT IS FURTHER AGREED that the President of the College may immediately suspend the faculty member whom he recommends be terminated or dismissed for cause as provided herein. Such suspension shall continue until final decision is reached by the Board of Trustees as to termination, dismissal, or continuance of the faculty member. The faculty member's salary shall be paid during the period of suspension.

AND IT IS FURTHER AGREED that this contract shall continue from year to year, subject to the aforegoing conditions, provided that if the faculty member is recommended for discharge or dismissal for cause by the President of the College, proceedings shall be in accordance with the provisions of this contract.

This contract is made in accordance with the provisions of the Public General Laws of Maryland, as amended from time to time, and will be filed among the records of the Board of Trustees and the records of the College.

The faculty member on his or her part hereby accepts said appointment, to take effect on the ____________ day of ________________, 19___.

Date of signing this contract: ______________________, 19___.

WITNESS OUR HANDS:

____
Chairman, Board of Trustees of Montgomery Community College

COPY

____
Faculty Member

____
President of the College

Montgomery Community College, to wit:

Sworn (or affirmed) before the subscriber __________________________ by ___________________________,

faculty member, who, in my presence has thereto affixed h__ signature this ______ day of __________________, 19__.

____
Signature

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 7 1975

CLEARINGHOUSE FOR
JUNIOR COLLEGES

E 1.02

MONTGOMERY COMMUNITY COLLEGE
MARYLAND

FACULTY MEMBER'S TEMPORARY CONTRACT

IT IS HEREBY AGREED by and between the Board of Trustees of Montgomery Community College and

____________________________________ that, in consideration on the one hand of salary to be paid to the
(name of faculty member)

faculty member, and, on the other hand, of the performance of the faculty member hereunder, the faculty member shall be and is hereby employed to teach in the College referred to herein, subject to assignment from time to time by the President of the College, provided that during the fiscal year the salary of the faculty member shall not be reduced for the remainder of the fiscal year. The salary of the faculty member shall be fixed by the Board of Trustees.

AND IT IS FURTHER AGREED that the term of this contract shall extend from the beginning date indicated below until no later than the thirtieth day of June next succeeding said beginning date, or such earlier expiration date as indicated below, and this contract shall automatically terminate and expire on the thirtieth day of June next succeeding the said beginning date, or on such earlier expiration date as indicated below.

AND IT IS FURTHER AGREED that the faculty member named herein shall become a member of the Teacher's Retirement System of the State of Maryland as of the date on which his/her teaching service begins, subject to the provisions of the Public General Laws of Maryland as amended from time to time.

AND IT IS FURTHER AGREED that the faculty member normally will not vacate the position to which assigned during any year.

AND IT IS FURTHER AGREED that the Board of Trustees may discharge or dismiss the faculty member at any time on recommendation of the President of the College for cause, to wit, dishonesty, misconduct in office, incompetency, insubordination, or willful neglect of duty, provided that the charges or reasons be stated in writing, that the faculty member be furnished a copy thereof and be given an opportunity, prior to such discharge or dismissal, for a hearing before the Board of Trustees of the College, in person or by counsel, upon request of the faculty member in writing to the President not more than thirty days after written notification of intended discharge or dismissal is sent to the faculty member.

COPY

AND IT IS FURTHER AGREED that the President of the College may immediately suspend the faculty member whom he recommends for termination or dismissal as provided herein. Such suspension shall continue until final decision is reached by the Board of Trustees as to termination, dismissal, or continuance of the faculty member. The faculty member's salary shall be paid during the period of suspension.

The faculty member on his or her part hereby agrees to abide by the terms of this contract and by the duly authorized policies, regulations and procedures of the College, and accepts said appointment, to take effect beginning on the ________ day of ______________________________, 19___, and to expire on the _______ day of ____________________, 19__.

Date of signing this contract: ________________________, 19___.

WITNESS OUR HANDS:

____
Chairman, Board of Trustees of Montgomery Community College

____
Faculty Member

____
President of the College

Montgomery Community College, to wit:

Sworn (or affirmed) before the subscriber ____________________________ by ____________________________,
faculty member, who, in my presence has thereto affixed h___ signature this _________ day of ________________, 19__.

____
Signature

MC Form 3.118c (11/18/74)